



# Four Pines Fund

## Associate Program Officer

### Organization Overview

Four Pines Fund, established in 2023, is a philanthropic organization dedicated to expanding access to evidence-based suicide care to all who need it. Through strategic investments and partnerships, we aim to close the gap between what research demonstrates is effective and the care people typically receive. We are a “start-up” foundation with a big vision: a future in which all people experiencing suicidal despair can access high-quality care, both inside and outside of clinical settings. We take a systems change approach to giving and invest in a variety of strategies including direct services, training, policy and advocacy, and research. We anticipate being one of the largest single sources of private philanthropic support in suicide care in Vermont and the U.S.

### Position Summary

The Associate Program Officer plays a vital role in advancing the Foundation’s grantmaking activities with a focus on the national portfolio and opportunities to contribute in the development of other portfolios. Working closely with senior program staff (Senior Program Officer, Director of National Strategy), the Associate Program Officer will help explore new grantmaking strategies to expand access to effective suicide care and guide and support grantees and applicants through the full grant lifecycle.

Four Pines Fund is a start-up organization, and this position will require initiative, flexibility, and willingness to pitch in, along with the rest of the team, on everything from routine tasks to high-profile initiatives. The ideal candidate will excel at managing multiple projects with a diverse set of stakeholders, distilling key takeaways and action items from meetings with internal and external partners to inform next steps and ensure effective follow through. They bring strong research skills and the capacity to synthesize complex information into clear memos and presentations. An ability to build relationships with grantees and partners in the suicide care field are essential. Experience in nonprofit work, policy change, impact investing or grantmaking is highly valuable.

As a core member of a small team, this position has significant opportunity to contribute in meaningful ways to advance the mission of Four Pines and there is ample opportunity for growth.

This position reports to the Senior Program Officer, National Portfolio.

## Key Responsibilities

### **Supporting the full lifecycle of grantmaking**

- In partnership with senior program leadership, support candidate organizations and grantees throughout the full grant cycle (from application and award to execution and close out) ensuring alignment with program goals.
- Serve as a liaison with grantees, building strong relationships and a deep knowledge of their programs and strategies. Support regular touchpoints, reporting and site visits with grantees, identify next steps, track progress.
- In collaboration with the Director of Grants Management, provide guidance and support to grantees in the development of their applications.
- Develop programmatic work plans to help manage and track grants and other projects to support the national portfolio as it scales.
- Draft clear and concise materials for the Four Pines Fund leadership and board including grant recommendations, updates on grants, and key learnings.

### **Assisting in new grantmaking strategy exploration**

- Develop strong knowledge of the field of suicide care.
- Inform grantmaking strategies by conducting research and analysis to identify and understand trends in suicide care and adjacent fields, translating findings into succinct and actionable insights delivered through oral, visual or written formats.
- Participate in meetings, and events with nonprofits, government, academia, advocacy, and persons with lived experience, among other stakeholder groups to learn about future opportunities, help strengthen the field of suicide care, and further program goals.
- Working with the program team, develop materials for the CEO/board's consideration regarding the design and implementation grantmaking strategies that will increase availability of effective suicide care.

### **Coordinating stakeholder collaboration and knowledge sharing**

- Coordinate in-person and virtual convenings, summits, and other engagement opportunities on behalf of the program team, ensuring session design, agendas, speaker preparation, and grantee contributions align with program objectives.
- Facilitate in-person and virtual meetings, including breakout sessions, using platforms such as Zoom to foster collaboration and knowledge sharing.
- Contribute to written communications, reports, and analyses produced by Four Pines Fund.

### **Contributing to the Foundation and Other Responsibilities**

- Provide research, project management and other support across portfolios.
- Contribute to organizational culture and team-building.
- Other responsibilities as assigned.

## **Qualifications and Experience**

- Bachelor's degree in nonprofit management, public policy, social sciences, or a related field.
- 2-4 years of relevant experience in philanthropy, social impact, nonprofit management, policy, or related fields, ideally with exposure to systems-change approaches.
- Analytic mindset and ability to explore issue areas, identify trends and opportunities, generate strategic leads, and assess organizational approaches to inform grantmaking.
- Detail-oriented, with experience developing work plans and creating processes that promote accuracy, consistency, and efficient coordination across grantee engagement and program operations.
- Proven ability to create written materials and presentations that translate complex strategies and data into clear, impactful messages and visuals tailored for executive and stakeholder audiences.
- Excellent interpersonal and communication skills, with empathetic and collegial spirit and the ability to build trust-based relationships with grantees, colleagues and partners.
- Deep appreciation for the sensitive context of working with people impacted by suicide, with mindfulness about language and how issues are discussed.
- Adept at managing multiple projects and deadlines across diverse stakeholders, with strong organizational, prioritization, and time-management skills.
- Tech-savvy and comfortable learning new software, with proficiency in platforms

such as Google Workspace, Zoom and other collaboration tools.

- Familiarity with grant applications, grant budgets, and grant reports.
- Willingness to support ad-hoc projects and tasks.
- High level of professionalism, discretion, confidentiality.
- Proven ability to listen, discern challenges and identify solutions.
- Resourceful and able to work independently and proactively seek support when challenges arise.
- Highly adaptable to change with a proven capacity to excel in a dynamic and growing workplace environment.
- Oriented toward personal and organizational learning, embodying a growth mindset.

## Qualifications That Will Distinguish You

- Insight into healthcare and behavioral health policy and practice, key stakeholders, organizations, and trends; able to engage thoughtfully in programmatic conversations and ask informed questions
- Exposure to a combination of approaches (such as research, advocacy, and direct services) used to improve health care delivery, with potential application to increasing the availability of evidence based-suicide care.
- An understanding and appreciation of the experiences of people who have struggled with suicidal thoughts or crises, gained through lived experience and/or professional experience.

## Employment Details

- **Hours:** Approximately 40 hours per week, flexible schedule, Exempt Position.
- **Salary:** \$85,000-\$96,000 base salary plus benefits package including generous paid time off, wellness stipend or health care benefit, support for ongoing professional development, and employer matched 401K retirement plan.
- **Location:** Four Pines Fund is based in Burlington, VT with hybrid/remote options. While the role may be performed remotely within the U.S., a preference will be given to candidates based in Vermont or the Washington, D.C. area to facilitate closer collaboration. If located outside of Vermont, a willingness to travel at least quarterly to attend team meetings is required.
- **Travel:** Moderate domestic travel, including business meetings, site visits and conferences, on a highly flexible schedule.

- **Work Environment:** Nimble, small and growing start-up. Primarily remote team with access to co-working space in VT.

## Equity at Four Pines Fund

Four Pines Fund is an equal opportunity employer. We believe that diverse teams lead to better solutions, creative thinking, and greater depth in experiences and perspectives. The foundation strives in its hiring to ensure that candidate pools are diverse in terms of race, age, gender, sexual orientation, lived experience, socioeconomic background, ability, origin, and religion. We consider all applications equally and do not discriminate on the basis of race, ethnicity, age, religion, social class, national origin, marital and parental status, pregnancy, disability status, sexual orientation, gender, gender identity or expression, veteran status or political affiliation. We encourage individuals of all identities, backgrounds, and experiences to apply, including those with lived experience of suicide. We know there are strong candidates who may not have all the qualifications listed above. If you have skills and experiences that would be an asset to the role, please apply.

## To Apply

Please send a cover letter and application to **careers@fourpines.org**. Please include "Associate Program Officer" and your First and Last Name in the subject line. For example, "Associate Program Officer Jane Doe." Please label your resume and cover letter this way: Last Name\_First Initial Resume and Last Name\_First Initial Cover Letter. For example: Doe\_J Resume and Doe\_J Cover letter.

Applications will be reviewed on a rolling basis. Priority will be given to those received by September 30, 2025. Early submission is encouraged, as the position will remain open until filled.