

The [Patrick P. Lee Foundation](#) was established in 2007 when Patrick P. Lee sold International Motion Control (IMC), an international manufacturer of industrial and aerospace hydraulic, pneumatic, and electro-mechanical components. We are a private foundation dedicated to having immediate and measurable impact in two key investment areas – education and mental health.

In education, we are dedicated to advancing opportunities for promising students. The cornerstone of the Foundation's education strategy is the Lee Scholarship Program, which ensures students are well positioned to enter the workforce upon graduation with minimum debt. Through our institutional partners, we support post-secondary scholarships in the fields of engineering and technology. Lee Scholars are entrepreneurial, embrace innovation and understand the importance of being a leader in and out of the classroom.

In mental health, the Foundation is committed to improving the lives of individuals and families affected by serious mental illnesses. We strive to strengthen the workforce, expand programs and services, advocate for systemic change and increased public funding for mental health services.

The Foundation utilizes a strategic grant making approach, identifying organizations and/or programs that target our specific areas of interest. To help inform our work, we proactively meet with nonprofit organizations, colleges and universities, mental health providers, community leaders, and fellow funders.

**Position Summary:**

The primary responsibility of the Program Officer, which is a new position, will be to advance the Foundation's mental health initiatives, grant-making, and advocacy efforts. Identification of new opportunities aligned with the Foundation's mission and strategy as well as fostering existing relationships will be the focus of this position. Time will also be spent reviewing grant proposals, performing essential due diligence, and preparing reports for the Executive Director and the Grant Committee. Please note - the Lee Foundation is not a direct provider of mental health services.

The Program Officer will work collaboratively with the Foundation's existing Program Officer, who has primary oversight of Lee Scholarship Programs, workforce initiatives, and other education investments. It is critical that the Program Officers have a strong working relationship and provide support to each other to achieve the Foundation's goals.

In addition to grant management duties, the Program Officer researches community needs and national issues that impact the work of the Foundation and shares the findings with the Executive Director and Grant Committee.

This exempt position reports to the Executive Director. The Program Officer is expected to work full-time and in person at the Foundation office in Williamsville, NY. Since meeting with grantees and others engaged in this work is an important part of the Program Officer's duties, reliable transportation is required.

As needed, the Program Officer will also represent the Foundation at community events.

**Responsibilities:**

- Develop an in-depth knowledge of the Western New York mental health landscape as it relates to adults and adults living with serious mental illness.
- Identify funding opportunities and partnerships aligned with the Foundation's mental health goals
- Stay abreast of local, state, and federal mental health policies
- Prepare written grant reports for the Executive Director and Grant Committee
- Participate in monthly Grant Committee meetings
- Monitor progress of grantees and ensure compliance with contract terms, including completion of interim reports and progress towards achieving key objectives
- Research best practices in mental health to identify opportunities aligned with the Foundation's interests and funding priorities
- Maintain accurate records in Foundant, the Foundation's grant management system
- Occasional travel to central and western New York and, as needed, other geographic regions in the United States
- Perform other duties as assigned by the Executive Director

**The ideal candidate will be:**

- An individual who believes in the values of the Foundation and will be a strong advocate for its mission
- Able to maintain confidentiality of all work products and discussions related to the Foundation
- An excellent communicator with strong written and verbal skills
- Highly self-motivated and organized; attentive to details, able to meet deadlines, prioritize assignments and manage multiple tasks
- Approachable and able to develop meaningful relationships with colleagues, grantees, community organizations, and other partners
- Professional with a demeanor demonstrating humility, respect, and cultural sensitivity to represent the Foundation in diverse forums and organizational relationships
- A "doer" with a willingness to work hands-on in developing and executing a variety of process and grantmaking activities; the ability to dig deep into issues
- A high degree of initiative and energy; productive and results-oriented
- One who has experience, or understands the importance of, working in a highly professional, close-knit, team-focused environment

**Education and Experience**

- Minimum of a bachelor's degree
- Minimum of 7-9 years work experience in non-profit, mental health, or related field
- Knowledge of and/or demonstrated interest in mental health

**Other Requirements:**

- Excellent computer skills, including working knowledge of the Microsoft Office Suite
- Experience with Foundant (grant management) or other database systems a plus
- Reliable transportation
- Occasional travel in NYS, MA, MO, and elsewhere as needed

**Compensation:**

Competitive range is \$78,000-\$88,000 depending on experience. The Foundation offers a

comprehensive benefits package including a retirement plan.

**Application Procedure:**

Interested candidates should send a cover letter and resume as a PDF document via email to [careers@lee.foundation](mailto:careers@lee.foundation). The cover letter should explain your interest in the position and what contributions you would bring to the Lee Foundation.

To be considered, applications must be received via email. **No calls please.**

The Lee Foundation is an Equal Opportunity Employer committed to building a diverse, equitable and inclusive culture.