



Senior Program Officer

POSITION SUMMARY

The Senior Program Officer serves as a strategic leader and thought partner, working closely with the Chief Program Officer and Chief Executive Officer to implement and advance the Desert Healthcare District and Foundation's Strategic Plan. This role focuses on high-level planning, community-informed grantmaking, and systems-level public health initiatives that align with the District's mission and priorities.

This position plays a central role in developing and leading Requests for Proposals (RFPs) that reflect strategic priorities and community needs, driving Results-Based Accountability (RBA) efforts, and analyzing data to guide ongoing strategic refinement. The Senior Program Officer also supports key initiatives—including mobile health services, healthcare workforce development, and stakeholder engagement—through tools such as data walks, Lunch and Learns, and metric development that inform, align, and elevate collective impact.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act. Part-time – minimum 30 hours per week.

Reporting Relationship

Reports to the Chief Program Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with the Chief Program Officer to coordinate, administer, and oversee the District's grantmaking, ensuring alignment with the District and Foundation's Strategic Plan.
- Review and evaluate grant applications and proposals, perform due diligence, manage active grants, and assess the impact of grant-funded projects.
- Develop and implement Requests for Proposals (RFPs) that reflect community needs and strategic priorities; engage stakeholders and community members through data walks to inform RFP design and strategic focus.
- Plan and facilitate Lunch and Learn events and other stakeholder engagements to promote knowledge sharing, build capacity, and enhance community involvement within our grantmaking.
- Serve as the lead for Results-Based Accountability (RBA) efforts; guide internal teams and external partners in applying RBA principles to ensure clarity in outcomes, data collection, and reporting processes.
- Lead the development, implementation, monitoring, and ongoing refinement of the District and Foundation's Strategic Plan in close partnership with the Chief Program Officer and Chief Executive Officer. Contribute to goal setting, partner collaboration, performance tracking, and data-informed adjustments to ensure strategic alignment with community health priorities.

- Track and monitor the performance of the District and Foundation’s Strategic Plan using data dashboards and performance indicators; interpret findings and recommend plan adjustments based on data trends and community feedback.
- Analyze healthcare workforce data to understand supply and demand gaps in the Coachella Valley; collaborate with workforce development stakeholders and healthcare partners to identify opportunities, develop strategies, and support initiatives that expand and strengthen the local healthcare workforce.
- Assist in data collection and reporting for the District’s Mobile Health Clinic initiative and other emerging programs, ensuring accurate tracking of outreach, services, and impact.
- Write and submit abstracts to professional public health and community health conferences, highlighting innovative practices, program outcomes, and collaborative work led by the District and Foundation.
- Maintain and strengthen strategic partnerships with agencies such as Riverside University Health System – Public Health, as well as academic institutions, nonprofits, and other key partners to support collaborative data sharing, public health initiatives, and coordinated impact.
- Conduct original and secondary research to identify trends, challenges, and opportunities in community health and well-being in the region.
- Analyze and interpret quantitative and qualitative data to inform program development and evaluation, and share insights with stakeholders through reports, presentations, and data visualizations.
- Engage actively with local stakeholders, nonprofit organizations, and community leaders to stay current on regional health needs, elevate community voice, and identify civic engagement and collaboration opportunities.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor’s degree from an accredited institution, or the equivalent; a degree in Public Health or a similar area of study is preferred.

Professional Experience

Four (4) years of research, evaluation, grant management, administrative, program and support experience, preferably in nonprofit, governmental or related institutions.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.

- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Knowledge of grant program management principles.
- Strong knowledge base of community health and wellness.
- Understanding the principles of social determinants of health.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None.

Travel Requirements

This position requires local or regional travel up to 20% of the time.
Access to reliable transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.