



Senior Program Officer, Programs & Community Partnerships

JOB DESCRIPTION

July 2026

Location:	Bayside, CA; with routine hybrid work structures
Team:	Programs, & Community Partnerships
Reports To:	Department Director or VP
Time Commitment:	8:30 am-5:00 pm, including occasional evening and weekend work as needed
Status; Level:	Regular, Exempt; Senior Officer/Manager
Compensation:	\$71,000 - \$79,200 annually depending on experience, plus health benefits, retirement benefits, paid holidays and sick time; \$88,000 annually expected at or after 1 year of tenure.

About Humboldt Area Foundation+Wild Rivers Community Foundation

Humboldt Area Foundation + Wild Rivers Community Foundation (HAF+WRCF) serve the residents of Humboldt, Del Norte, and Trinity counties in California, and Curry County in Oregon, including the unceded lands of many Indigenous peoples and 18 Indigenous Tribal Groups. We acknowledge and recognize these Peoples and the federally and non-federally recognized nations that represent them. The Northern California and Southern Oregon region is made up of 200,000 residents in over 10,000 square miles of land and while culturally and environmentally rich, this region continues to be economically disadvantaged. Founded in 1972, HAF+WRCF strives to play a unique role, encouraging individuals, organizations, and companies to fund important community activities in support of common goals.

In 2020, HAF+WRCF adopted a generational vision of a Thriving, Just, Healthy, and Equitable Region. This vision is implemented through four decade-long goals of increasing Racial Equity, Thriving Youth and Families, Healthy Ecosystems and Environments, and a Just Economy. Supporting vulnerable communities is at the heart and action of HAF+WRCF, and for over two decades HAF+WRCF has intentionally focused resources toward historically underserved populations, unheard voices, and those who experience the highest rates of disparities.

HAF+WRCF implements a holistic toolkit of services to ensure we are supporting community needs. This includes services such as philanthropic advisory and charitable giving services, grantmaking, scholarships, and local loans and investments. The Foundation also deploys strategic programmatic tools such as capacity building and technical assistance, advocacy and policy work, networking and convening, leveraging fundings resources and partnerships, and managing programs and initiatives.

Job Description

The Programs & Community Partnerships team was developed to serve our region and its many communities, empower the people, organizations, institutions, and businesses to achieve healthy, equitable, and sustainable success. One of the core functions of this team is to blend all our resources—from skills to funding—to enable shared prosperity and well-being. The foundation provides a toolkit of resources which include grant funding, loans, scholarships, leveraging outside funds, donor engagement, programs, convening & networking, capacity building, leadership training, advocacy, research, policy and systems transformation and public/private partnerships.

This role oversees the Health & Equity portfolio, which advances the health and well-being of residents and communities throughout the Foundation's service area while supporting BIPOC-led and BIPOC-serving organizations working to promote wellness, safety, and belonging. The portfolio focuses on addressing disparities experienced by historically underserved communities through three core grantmaking initiatives:

- The Humboldt Health Foundation (HHF) expands access to wellness and supports innovative solutions that improve community health. Through direct assistance and strategic grantmaking, HHF advances physical and mental well-being, reduces health disparities, and increases access to care for underserved and marginalized populations in Humboldt County.
- The Just Futures program invests in the power and resilience of diverse communities by amplifying the perspectives and leadership of organizations that support Black, Indigenous, and People of Color (BIPOC) communities through our region.
- Trinity Trust is dedicated to improving the quality of life in Trinity County through strategic investments in local communities. The Trust provides grant opportunities for charitable organizations that serve Trinity County and scholarship opportunities to help local students pursue higher education.

Senior Program Officers are responsible for 5 main areas:

1. Grantmaking and resource deployment
2. Development and ongoing management of initiatives, programs and projects
3. Community Engagement
4. Collaboration and communication
5. Evaluation and Learning

Under these 5 main functions Senior Program Officers will utilize their consultation and listening skills to surface community needs, provide analysis and bring back those needs and opportunities to the foundation in order to deploy resources across our 4- county region. The ideal candidate will carry out job duties with an emphasis on adaptability, responsiveness and critical thinking, cultural humility, respect for sensitive information and confidentiality, and have an ability to work collaboratively with community partners and staff teams. This position is a full participant in working with the Programs & Community Partnerships Team and across the organization, to practice organizational values of community, empathy, and equity. Senior Program Officers will be called upon to serve on collaborative teams to meet responsive and urgent needs as well as programs and initiatives designed to meet longer-term systemic community challenges, while also managing ongoing grantmaking, community engagement, and project management responsibilities.

Essential Functions & Job Duties

Grantmaking & Resource Deployment

- Determine the blend of financial and human support resources that empower grantees and partners to succeed in our mutual goals.
- Manage assigned grant programs and processes, including all systems and tools that contribute to an effective and efficient experience for donors, grantees, advisory boards, and committees. This includes management and monitoring assigned grant criteria, spending policies, applications, committees, processes, proofing and approving and upholding compliance and audit standards.
- Provide communication and reporting on current programs, grantees, and collaboratives with a focus on accountability and learning.
- In response to urgent disaster-related needs and long-term systemic challenges, provide the Foundation with timely information, thoughtful analysis, and strategic insight to inform both immediate response efforts and long-term strategy.
- Coach, mentor, and collaborate with Program Officers, Coordinators, Associates, and Grantmaking Team to implement effective grantmaking and scholarships.

Development and management of Initiatives, Programs, and Projects

- Develop, manage, and support the implementation of initiatives and programmatic level strategies to fulfill the Foundation's goals and values in collaboration with Senior Advisors and other staff as appropriate.
- Facilitate existing and, as appropriate, establish new partnerships with community partners, organizations, various collaborators, and leaders advancing community-driven goals within Thriving Youth and Families, Racial Equity, Just Economy and/or Healthy Ecosystems and Environments.
- Responsible for implementation of grant-funded work, including due-diligence, monitoring and tracking, evaluation, and support with data analysis and reporting.
- Collaborate with the Advancement team as needed to support grant development and stewardship by defining grant objectives, gathering and reporting community data and insights, developing outcomes and indicators, preparing funder briefings, and participating in meetings with funders and donors.

Community Engagement

- Manage grantee and partner relationships by cultivating strong, collaborative partnerships with organizations and groups receiving Foundation investments.
- Lead and participate in partner meetings, community events, and grantee activities, while coordinating engagement with the broader Programs & Community Partnerships team and relevant staff across the Foundation.
- Conduct ongoing community engagement and outreach to build relationships across the four-county region, deepen understanding of community needs and opportunities, and ensure the Foundation remains connected to local priorities, challenges, and emerging issues.
- Represent the Foundation in community settings by serving as an ambassador for HAF + WRCF, articulating the organization's mission, values, priorities, and role in supporting communities.

Collaboration and Communication

- Collaborate with staff across departments for matrixed projects and duties.
- Collaborate closely with Communications staff to develop strategies to promote success, learning, partnership opportunities, and active engagement including recommendations for social media, publications, and news outlets.

- Manage overall work plan for community events in coordination with other Program Officers, Coordinators, Communications team and Senior Advisors, including timelines, deliverables, contracts, and provide technical expertise as needed for content development and materials.
- Effectively communicate priorities and resources available to the communities the Foundation serves and aid in navigating processes and systems, reducing barriers when needed.
- Represent HAF+WRCF and participate in conferences, workshops, briefings and other professional development opportunities to remain current on issues and philanthropic best practices.
- Collaborate with the Advancement team to provide context and understanding on community needs, program implementation, and portfolios of work.

Evaluation and Learning

- Support programmatic assessments across internal policies, governance structures, external partnerships, grantmaking practices, and workflows.
- Synthesize and present assessment findings into clear documentation with key themes, insights, and actionable, equity-centered recommendations to inform decision-making and practice.
- Lead brainstorming, design, and execution of new projects and programs that range across the portfolio of activities.
- Lead and collaborate across teams to brainstorm and share learnings, and help develop, implement and support an evaluation framework to understand and share the impact of the organization's strategic goals and programs.
- Share resources and learnings organization-wide from philanthropic and community partner events, newsletters and social media.
- Efficiently manage new or unplanned activities with agility and flexibility as they arise.
- Maintain confidentiality and practice diplomacy in a variety of situations.

Other

- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge, experience, and/or research in multiple of the Foundation's four goal areas and five values. Lived experience is a plus.
- Experience with discussing and successfully addressing and understanding issues of equity, diversity and inclusion.
- Ability to build and manage relationships with community leaders, organizations, and be an effective partner in coaching to reach shared goals.
- Experience conducting program assessments across policies, governance, partnerships, and grantmaking practices, with ability to synthesize findings into actionable recommendations.
- Strong written, verbal, and effective use of different communications styles, including use of diverse techniques to engage with diverse populations, establish and maintain working relationships with individuals from different backgrounds, and demonstrated respect for cross-cultural and intertribal perspectives and experiences.
- Experience in collaborative leadership with demonstrated commitment to joint decision making and critical thinking, teamwork, and intra-team cooperation.
- Knowledge of grantmaking procedures, nonprofit best practices, and/or experience in leading mission-oriented organizations.
- Excellent organizational and project management skills, particularly experience with budgets, project management, deadlines and oversight.

- Demonstrated skill in facilitating meaningful engagement with advisory committees and governing boards, translating stakeholder input into effective program development, grantmaking strategies, and community impact.
- Ability to take initiative as well as to collaborate in problem-solving.
- Demonstrates creativity, kindness, and diplomacy in interpersonal interactions.
- Maintains confidentiality and protects sensitive information in accordance with organizational standards and cultural protocols.
- Proven ability to effectively manage a program including related budgets and grants and financial reporting and analysis.
- Experience as an effective convener and facilitator of people of varied backgrounds and beliefs.
- Strong written and verbal communication skills including social media savvy, public speaking experience, and business correspondence etiquette.
- Proficiency executing intermediate functions with the Microsoft Office Suite (Word, Excel, Outlook, etc.).

Minimum Qualifications

- Five or more years of experience working in philanthropy, the nonprofit sector, or a related field such as education, media, community organizing, or social services, providing the individuals with the knowledge, abilities, and skills listed below:
- Experience working with advisory councils and/or community advisors.
- Experience conducting program assessments.
- Experience creating new programs through community listening and engagement.
- Experience in leadership and mentorship of staff.
- Has access to stable, alternative transportation or the ability to be covered under HAF's auto insurance in order to work on site and attend meetings and events across HAF+WRCF's service region.

Preferred Qualifications

- Knowledge and/or lived experience in historically marginalized communities in the Foundation's four-county service region.
- Experience in co-leadership and co-management with demonstrated commitment to collaborative decision making, teamwork, and intra-team cooperation.
- Experience in grant reporting.
- Proven ability to effectively manage a program including related budgets and grants and financial reporting and analysis.
- Fluency in Bi-/multi-lingual or another medium.

Physical & Mental Requirements of the Job

Work is performed in office and meeting settings as well as in community gathering places. This position experiences prolonged time on the computer and phone. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing, and lifting of up to 10 pounds.

Humboldt Area Foundation+Wild River Community Foundation (HAF+WRCF) is an equal opportunity employer and make employment decisions on the basis of merit and without regard to race, religions creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Humboldt Area Foundation+Wild River Community Foundation and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to “promote and encourage generosity, leadership, and inclusion to strengthen our communities” and our belief that taking active and intentional steps to ensure equal employment opportunity and creating a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee’s Signature

Date: _____

Supervisor Signature

Date: _____