



ELTON JOHN AIDS FOUNDATION

ROLE DESCRIPTION – PROGRAM MANAGER, BREAKTHROUGH

At the Elton John AIDS Foundation, we believe that AIDS can be beaten. Committed to overcoming the stigma, discrimination and neglect that fuels the spread of HIV, we harness local expertise, mobilise networks of generous public and private supporters and partners, to build love, compassion and dignity for people living with or at risk of HIV and a future for young people free from AIDS. We meet people and communities where they are to prevent new infections, and we ensure access to compassionate care, treatment, and support.

Since its founding in 1992, the Foundation has pursued its vision of an AIDS free future for everyone, emerging globally and in the United States as one of the foremost organizations fighting HIV and AIDS. Today, the opportunity to end AIDS is within reach. America, and the world, has set a date for this goal – 2030. Achieving it means working together with others to eliminate social, economic and health disparities, while ensuring equity and inclusion for all.

The Foundation supported by a staff of 25, operating out of offices in London and New York. At the beginning of 2020 we began an ambitious 5-year strategic plan to further our vision and expand our staff and resources. It is essential that our team are made up of individuals who share our passion for the important life changing work that we do.

Location

New York, NY (Combination of NYC office and remote work)

Role Purpose

While tremendous progress towards ending AIDS in the United States has been made over the past decades, people are being left behind in the South, where this manageable disease continues to needlessly destroy lives. Over 250,000 people today are living with HIV and not on treatment across the region.

The Elton John AIDS Foundation and Walmart have recently launched Breakthrough, an innovative three-year partnership that aims to change the course of HIV in the South. Activities began on National HIV/AIDS Testing Day in Atlanta, Georgia in June 2021. In addition to deepening our presence and programmatic impact in Atlanta, we envision expanding the partnership to additional Southern cities in the coming years. Breakthrough will reach people where they are with HIV/AIDS prevention, care, and treatment services, while linking them to strengthened community, social support and health services and systems.

We seek a person who is a strong project manager and is passionate about achieving outcomes for people affected by HIV in the Southern United States. The individual will be responsible for all aspects of delivering the Foundation's commitments to the Breakthrough partnership.

The role will involve regular travel to Breakthrough program sites and to partner locations in selected States. The individual will be based at the Foundation's offices in the Soho area of New York City or, with prior Foundation approval, in a State where the Breakthrough program is active. As such, the successful candidate will need relevant permissions to live and work in the U.S. Core office hours are 10am – 6pm Eastern Standard Time.

Key Responsibilities and Deliverables

The Program Manager will have a range of responsibilities for delivering the Foundation's Breakthrough program commitments. These encompass but are not limited to making annual program workplans and budgets; tracking budget expenditure and activity implementation; contracting and managing local implementation partners; overseeing interventions and activities to ensure their impact and effectiveness; ensuring strong relationships with local authorities and community leaders; and reporting on results to Breakthrough partners, donors, and key stakeholders.

RESPONSIBILITIES

- Research and help identify new program sites based on eligibility criteria and opportunity for impact.
- Design and execute an evidence-based program and associated program communications that increases HIV knowledge and awareness, reduces HIV risk, increases HIV diagnosis and enrolment and retention in care, and enhances supportive community engagement.
- Prepare annual program workplans and oversee their implementation.
- Prepare annual budgets and track expenditure against budget.
- In partnership with Foundation leaders and program partners, agree advocacy agendas and prepare advocacy plans for recommended policy, budgetary or systems changes.
- Work closely with the Foundation's Communications Team to coordinate all aspects of internal and external Breakthrough communications, brand, and marketing
- Work collaboratively with the Foundation's Fundraising team to provide programmatic information and content to existing or prospective Breakthrough donors.
- Track the implementation of advocacy plans, and support Foundation leaders who may have a role in them.
- Actively seek community involvement and guidance in all aspects of program design, implementation, and evaluation.
- Identify, select, and contract with local implementing partners.
- Monitor the implementation activities in program locations and guide implementing partners to effectively deliver intended results.
- Collect data against program indicators and effectively utilise data to regularly report on results to Breakthrough partners and key stakeholders.
- Ensure timely and complete reporting to donors in accordance with approved reporting formats.

Reporting Structure

This role reports to the Chief Development and Impact Officer, and the individual will be a core member of the Grants team. S/he/They will work with team colleagues as well as the Foundation's Senior Management team and external partners.

Qualifications

Essential

Bachelor's degree in a relevant field such as social work, public health, social science, or business management.

Desirable

Project management qualification. Grounding in current evidence and methods to reducing stigma and discrimination and/or to addressing health disparities.

Fluency in English – other languages a plus.

Knowledge, Skills and Experience

- Minimum of three years direct experience managing a public or community health or HIV project, preferably in a Southern US State.
- Knowledge and proficiency of project and budget management methods and software programs.
- Understanding and experience of the dynamics of stigma and discrimination as experienced by diverse populations.
- Experience of program design, implementation, and management.
- Strong organizational skills, attention to detail and ability to approach situations methodically.
- Excellent verbal and written communication skills in individual and group settings, both with internal and external audiences
- Excellent administrative skills as well as an understanding of financial processes.
- Entrepreneurial outlook and ability to adapt to a small, start-up organization mindset
- Exposure to both private sector management and non-profit experience is a plus.
- Strong partnership skills, with a demonstrated ability to work collaboratively with community, government, and private sector stakeholders.
- Experience writing program reports and presenting program results to stakeholders.
- Active listening skills including the ability to receive, integrate and translate others' ideas and suggestions

Person Specification

Curious

Rigorous

Collaborative

Accountable

Organized

Self-starter

How to Apply

To apply, please submit a cover letter and resume to: jobs@eltonjohnaidsfoundation.org with the following subject line: **Program Manager, Breakthrough**. Candidates who share both why they're a good fit and their salary expectations are more likely to qualify.

NOTE: Only material delivered by e-mail will be accepted. No telephone calls or office visits, please.

A number of candidates will be selected for interview to proceed through the recruitment process.

All inquiries will be held in confidence.

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