



**ELTON JOHN
AIDS FOUNDATION**

JOB OPPORTUNITY: SENIOR PROGRAM MANAGER

OVERVIEW

We are currently hiring a Senior Program Manager, reporting to the Impact & Measurement Director.

This is a full-time role, and open to applicants in the U.S. (within Eastern Standard Time) or the UK. The role can be fully remote, or hybrid within NYC or London.

ABOUT THE ELTON JOHN AIDS FOUNDATION

At the Elton John AIDS Foundation, our mission is simple but urgent: to help end the AIDS epidemic. We fund and support innovative programs around the world that increase access to HIV prevention, testing, treatment and care, while tackling stigma and inequality.

We are a purpose-driven, values-led organisation working at the intersection of global health, human rights and social justice. We prioritize the most vulnerable and marginalized communities, ensuring no one is left behind. We combine grassroots expertise with global advocacy, using our voice to influence policy and drive systemic change. We foster a culture rooted in compassion, inclusion and respect for human rights.

ROLE DESCRIPTION

The Senior Program Manager oversees day-to-day execution of our funded programs. This entails managing program implementation, reviewing partner program and financial reports, and monitoring progress and performance data, to ensure that investments are on track. The Program Manager will flag any issues to the Impact & Measurement Director and develop strategies for resolving them in a timely way. The Program Manager will also support the design and execution of periodic program evaluations.

KEY RESPONSIBILITIES

- Oversee the implementation of programs to achieve investment strategy objectives (for example, translate stakeholder priorities and goals into specific, measurable programmatic tactics and approaches, and support their delivery)
- Ensure that the Foundation's programs are evidence-based and implemented through effective delivery mechanisms (for example, conduct literature reviews and evidence syntheses, track and analyze forthcoming research pipelines, and contribute to persuasive cases for investment by recommending data-driven program options)
- Actively monitor program and partner performance, making timely course corrections where needed (for example, conduct capacity strengthening for program partners to

increase the quality and relevance of their implementation and its proper measurement)

- Design and deliver robust assessments to determine the impact of investment strategies and individual programs (for example, develop and execute methods plans, data collection instruments, and analysis plans)
- Manage program budgets and ensure accurate financial oversight and reporting in alignment with organizational and donor requirements
- Maintain accurate program records and coordinate closely with internal team members, including Finance and Administrative staff, to support effective delivery

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in public or global health, international development, social sciences, or a related field, or equivalent relevant professional experience
- Significant mid-level experience independently managing program implementation, budgets, and performance in complex delivery environments, with progressively increasing responsibility (8+ years)
- Demonstrated ability to collect, track, and analyze program data effectively and apply insights to support implementation decisions
- Experience monitoring program expenditures and maintaining alignment with approved budgets
- Experience coordinating with internal teams, including Finance and Administration, and external implementing partners
- Experience leading project-based initiatives or cross-functional workstreams without direct line management responsibility

DESIRABLE QUALIFICATIONS

- Experience supporting HIV or sexual and reproductive health programs
- Experience working for a funder organization
- Experience working in resource-constrained, rapidly evolving, or international environments
- Education, training, or certification in Monitoring, Evaluation, and Learning (MEL), or commensurate experience in performance measurement for health or social impact programs, including key performance indicator development, and quantitative and qualitative evaluation methods
- Experience contributing to program design or adaptation based on implementation learning

BENEFITS AND COMPENSATION

At the Elton John AIDS Foundation, our benefits are designed to reflect our values of Care, Connection, Courage, and Creativity, supporting you both at work and in your personal life.

We offer fully employer-funded health insurance, a generous 6% pension/403(b) contribution with just a 2% employee minimum, and enhanced parental leave to support all types of families. You'll also have access to a confidential Employee Assistance Programme for wellbeing, legal, and financial guidance whenever you need it.

Alongside a generous paid time off allowance that grows with your service, we offer flexible working and opportunities for learning and development, so you can feel supported, balanced, and able to thrive both in and outside of work.

HOW TO APPLY

If you're excited about this opportunity, we'd love to hear from you. Please send a brief cover letter (maximum 1 page) and your CV to hr@eltonjohnaidsfoundation.org, by **July 15, 2026**.

We're committed to creating an inclusive workplace. If you require any adjustments or accommodations during the recruitment process or in the role, please let us know by contacting liz.boot@eltonjohnaidsfoundation.org, we'll be happy to support you.