



## Job Opening: Program Officer

**Position Title:** Program Officer

**Reports to:** President and CEO

**Location:** Remote, with offices in Oakland and Los Angeles

**Classification:** Exempt, salaried

**Status:** Regular, full-time employee

**Compensation Range:** \$85,000 - \$95,000/year, annualized

**Travel:** 15% travel expected

### PRIMARY RESPONSIBILITIES

The Program Officer is responsible for developing and managing programs in alignment with California Humanities' grants and program goals, and identifying issues and opportunities in the public humanities that advance the mission of California Humanities. In addition, this position serves as a strategic facilitator for incorporating and sustaining equitable practices in the organization.

### PROGRAM OFFICER RESPONSIBILITIES

- Collaborate with the President & CEO and Program staff to develop programmatic goals and strategies that advance California Humanities' mission and long-range plans; identify new opportunities and avenues for programming.
- Focus on specific grantmaking and/or operating program activities—including program research and development, grant review processes, program activities and delivery mechanisms, partnerships, and assistance with monitoring and evaluation of projects and programs. Specific program responsibilities may include:
  - Management and implementation of California Documentary Projects;
  - Management and implementation of other grant programs including Connecting California and Humanities for All grants programs
- Provide timely and helpful feedback and guidance to applicants and grantees, as appropriate.
- Conduct outreach and represent California Humanities at events.
- Build and maintain knowledge of significant policy and research developments in the public humanities and philanthropic fields through review of reports and publications, attendance at meetings and conferences, etc. as relevant to program development.

- Develop and monitor program budgets and timelines, in coordination with the Program department, the CEO, and finance staff.
- Collaborate with the CEO and senior staff to train and evaluate program support staff as required. Co-supervision of the full-time Program Assistant.
- Contract, oversee, and/manage program-related consultants as needed.
- Work with the Program staff to develop informational documents and presentations for the Board; attend Board program committee meetings, and full Board meetings, as needed.
- Collaborate with all California Humanities staff as needed on organization-wide projects such as NEH compliance report, events, annual/biennial reporting, etc.
- Other duties as assigned by the President & CEO.

#### **OTHER RESPONSIBILITIES:**

- Provide insight and facilitation to build strategic approaches into our operational practices, in partnership with the President & CEO.
  - Provide learning opportunities and act as a resource for the staff and board related to public humanities practice.
  - Represent California Humanities externally at culture based conferences, meetings, and events.

#### **QUALIFICATIONS**

The ideal candidate will embody following skills, attributes, and values:

- A deep commitment to the humanities, including the mission of the California Humanities, with an understanding of how the humanities intersects with issues of justice, equity, and community well-being.
- A successful track record and 3-5 years of experience in grants and/or program management in a nonprofit setting, preferably a cultural organization.
- Strong relational and communication skills, including the ability to engage thoughtfully with partners and grantees, non-profit professionals, staff, board members, and consultants in ways that honor trust, respect, and reciprocity.
- Detail-oriented with problem-solving abilities to approach challenges with curiosity and solutions-focused mindset.
- Proficiency in Microsoft Office Suite, Salesforce, and other database programs.
- Ability to exercise discernment, the ability to maintain confidentiality, and ethical responsibility in handling sensitive information.
- A collaborative team member that is a self-starter, values collective success, and is willing to contribute to a culture of care, joy, and shared leadership.
- A bachelor's degree in the humanities or related field is preferred, but we also recognize that lived experience, community-based learning, and work in the nonprofit and cultural sectors are valuable pathways to knowledge.

While California Humanities is based in Oakland, with a second office in Los Angeles, this is a remote position, and the candidate must be a California resident living within the state. Candidates must be willing to travel 15% of their time as part of their work. A personal vehicle is preferred for local travel.

The Program Officer is a regular, full-time, exempt position, with compensation in the range of \$85,000 to \$95,000 annually. The benefits package includes a 7% employer 403b contribution; 100% medical, dental, and vision insurance coverage for employees; and life, short term, and long-term disability coverage.

How to Apply: Please email a letter of interest and résumé as file attachments to: [jobs@calhum.org](mailto:jobs@calhum.org). Include “Program Officer” in subject line of email.

**Applications will be accepted through June 8, 2026.** No phone calls please.

#### **ABOUT CALIFORNIA HUMANITIES**

California Humanities, a nonprofit partner of the National Endowment for the Humanities, promotes the humanities – focused on ideas, conversation, and learning – as relevant, meaningful ways to understand the human condition and connect us to each other in order to help strengthen California. California Humanities has provided grants and programs across the state since 1975. To learn more visit [www.calhum.org](http://www.calhum.org), or follow us on [Facebook](#), [Twitter](#) and [Instagram](#).

*California Humanities is an equal opportunity employer and believes in a diverse workforce; applicants from all backgrounds are encouraged to apply.*