Consortium of Universities for Global Health

1608 Rhode Island Avenue, NW, Washington DC, 20036, USA 202-974-6363 www.cugh.org

JOB OPPORTUNITY

Global Health Senior Program Officer / Program Officer (availability immediate)
Nov. 19, 2026

The Consortium of Universities for Global Health (CUGH) is the world's largest consortium of academic based institutions addressing global health challenges. A non-profit organization based in Washington, DC, it has a membership of over 100 academic institutions and other organizations in over 35 countries and a network of 30,000 global health practitioners. CUGH supports academic institutions and partners to improve the wellbeing of people and the planet through education, research, service, and advocacy.

CUGH is seeking a Senior/Program Officer. This position is based in the Washington, DC office and applicants must reside in the DMV area. The role is split across four key functions under the supervision of the Director of Operations (DOO):

- **Committees & Working Groups**: Coordination and administrative support for committees and working groups.
- **Events**: Support for annual events both virtual and in person
- **Technical Support:** Research, writing, and managing projects aligned with the organization's mission and strategic plans.
- **New Business Development / Grants Management:** Conduct research to identify potential future funders/grants that align with CUGH's mission and strategic plan and goals.

The Senior/Program Officer will also provide coverage and back-up support to other team members as needed.

This position is an in-office, full-time position, Monday- Friday, with an option to work from home one day a week after 8 weeks of training and getting to know the team.

Key Responsibilities:

CUGH Committees, Subcommittees, Working Groups (30%): With the Executive Director's direction, the Senior/Program Officer will serve as the lead point of contact between some of CUGH's committees, subcommittees and working groups, providing guidance and oversight. This includes the following tasks:

- Annual work planning/deliverable tracking including coordinating annual reports.
- Organizing bi-monthly committee chair meetings
- Supporting committee outputs, including webinars, communications products, conference and other events/projects
- Drafting/editing CUGH Monthly Newsletter
- Tracking committee, subcommittee, and working group membership and recruitment and coordinating with the Admin & Member Services Associate to ensure CUGH membership database and other systems reflect the latest membership for all committees, subcommittees, and working group.
- Serve as lead point of contact between committees, subcommittees and working groups.

Conference & Events Support (35%)*:* In coordination with the Program and Events Manager, the Senior/Program Officer will be responsible for the following:

- With guidance from the Executive Director, manage and host the annual Virtual Global Health Week including the invitation process, logistics, promotion, and post event follow up.
- Support Annual Conference logistics, including managing email communications, pre-conference workshops, conference promotion, support for conference committees including the Executive Planning Committee and the Scientific Program Advisory Committee.
- Work with the Program and Events Manager on ad-hoc events providing technical, logistical, and administrative support as needed.

Technical Support (25%): Under the supervision of the Executive Director, the Senior/Program Officer will be responsible for contributing to the following:

- Contributing to the development and editing of reports, and other technical outputs to help advance CUGH's strategic plan.
- Operational and technical support for CUGH's projects and initiatives as needed.
- Contributing to promotional materials, website updates, and social media content with the Admin & Member Services Associate and Executive Director.

New Business Development / Grants Management (10%):

- Conduct research to identify potential future funders/grants that align with CUGH's mission and strategic plan and goals.
- Serve as primary technical lead for new business opportunities, providing inputs on program design and implementation.

- Provide inputs for program budget development.
- Responsible for program monitoring and evaluation of donor-funded programs to capture all relevant data for all key programmatic deliverables such as reports, presentations, toolkits, etc.

If hired at the Senior Program Officer level, the SPO will be responsible for tracking new business opportunities, contribute to strategic development, and take on greater leadership in communications and technical work.

Qualifications:

- Master's degree in global health, public health, international development, planetary/environmental health, or a related bio-medical or non-bio-medical field
- **Program Officer:** 3-5 years of relevant experience in program management, event planning, or knowledge management with a development or health-focused organization.
- **Senior Program Officer**: 7-10 years of relevant experience with demonstrated leadership in program management and strategy.
- Broad knowledge of global health/development issues
- Excellent program management and logistics capabilities
- Excellent verbal and written communication capabilities
- Well-organized, ability to multi-task, organize meetings and is detail oriented.
- Strong proficiencies in IT, social media platforms, Constant Contact, Zoom, Excellent verbal, and written communication skills
- The candidate must be able to work in-person in Washington, DC

This position is available immediately. Starting position salary range is as follows: Program Officer - $75,000 - $82,000 annually; Senior Program Officer - $82,000 - $90,000 annually. Benefits include medical, dental, vision, short-term disability, long-term disability, and life insurance. 401K employer matches up to 3% following a year of employment.

INTERESTED CANDIDATES SHOULD SEND THEIR CV TO: applications@cugh.org with the subject "**Application for Global Health Program Officer Position**"

Applications will be reviewed on a rolling basis.