



Job Announcement

Job Title: Program Administrator for the Transgender, Non-binary and Gender Diverse (TGD) Services Program

Job Type: Full-time, Exempt

Salary: \$135,000 - \$145,000, commensurate with experience. This program is funded through a contract with the County of Santa Clara and will end on June 30, 2029.

The County of Santa Clara and Valley Health Foundation (VHF) are launching a new major initiative: the Transgender, Nonbinary, and Gender Diverse (TGD) Services Program. This \$8.9M program, funded through the California Mental Health Services Act (MHSA) Innovation Fund, aims to provide meaningful and timely resources to meet the needs of Transgender and Gender Diverse (TGD) community members in Santa Clara County. The program will foster collaboration with community partners to create a network of services offering a wide range of new social and community resources. We're looking for a dynamic community leader and effective manager with deep experience and passion for improving TGD community wellness to help us lead the way.

Position Summary

The Program Administrator is a senior management position responsible for the overall TGD Services Program, including program development and design of services, grantmaking activities, management of an \$8.9M budget, and daily administration of the program. The Program Administrator will collaborate closely with VHF leadership and finance staff, County staff at colleQTive: 2SLGBTQIA+ Wellness Center, the San Jose State University Queer Hope Institute, the TGD Services Steering Committee, and various other community partners and stakeholders to lead the successful development and implementation of this innovative service delivery and grantmaking program. The Program Administrator will supervise the VHF team for this program, including one full-time Grant Coordinator and one full-time Community Outreach Specialist.

Key Responsibilities

- Develop the Program workplan, service delivery framework, and grantmaking processes
- Work effectively with stakeholders to design a program that meets funder requirements and reflects a shared vision for TGD services
- Oversee and develop Notices of Funding Availability (NOFAs), grant application process, and grantee selection
- Develop a Grant Program Outreach Plan and create marketing and outreach materials that focus on equitable access to resources for grantee applicants
- Coordinate an alliance of grantee service providers to ensure services are implemented in a coordinated manner across service areas and locations and are responsive to community needs

Job Announcement: Program Administrator | Page 1 of 3

- Regularly participate in Program events in the community and onsite at colleQTive: 2SLGBTQIA+ Wellness Center
- Build relationships with community members and service delivery partners
- Supervise program staff and provide training and support to accomplish program objectives
- Manage a \$8.9M overall program budget and monitor expenditures, including \$6.75M in grant disbursements in compliance with VHF policies and County requirements
- Participate in regular VHF finance team meetings and audits to support the effective utilization of Program funds
- Develop grantee reporting tools, reports, briefings, and assemble data sets to report on the progress of this Program and related efforts to expand access to TGD services
- Perform monitoring, including periodic site visits, of grantees and services funded by the program

Qualifications, Knowledge, and Abilities

- The knowledge and abilities to be successful in this position would typically be obtained through training and experience equivalent to a Bachelor's Degree from an accredited college or university and 5 years of experience with increasing responsibility in general management/administration work in areas of budget, finance, grant administration, organizational analysis, supervision and community service delivery.
- Knowledge of the history, community priorities, health and social outcome trends, and policies impacting the TGD community today in Santa Clara County
- Understanding of the landscape of social services and community resources in Santa Clara County, including those that specifically serve the TGD community
- Familiarity with federal, state, and other common rules and regulations in public administration of grants
- Strong experience in program development, service delivery, and budget management, including specifically for the TGD community
- Ability to provide support, training, and direction to team members to meet program needs and encourage employee professional development
- Commitment to maintain confidentiality and adhere to ethical standards in working with confidential information
- Strong collaboration, organizational, and planning skills
- Excellent verbal and written communication skills
- Proficiency with common business computer applications including but not limited to Microsoft Office Suite and Google Applications
- A personal vehicle is required for travel throughout Santa Clara County. Mileage is reimbursed at the federally approved rate

Preferred Skills and Qualifications

- Ability to communicate orally and in writing in one or more of the County of Santa Clara threshold languages: Chinese, Farsi, Russian, Spanish, Tagalog, Vietnamese.
- Experience with grant management software, Submittable or Salesforce preferred

- Experience with Salesforce and NetSuite for budget management and fund management
- Experience with Mental Health Services Act (MHSA) Innovation funds and reporting requirements
- Master's degree in public administration, public health, social work, or a related field.

About the Organization

Valley Health Foundation is the philanthropic partner of the County of Santa Clara's health system, connecting community generosity to real, measurable impact for the people who need it most. Our work helps ensure that every resident, regardless of income, insurance, or background, has access to quality care. We're not a traditional hospital foundation or a conventional nonprofit. We mobilize donors, build partnerships, fund innovation, and advocate for a stronger safety net, doing what public dollars alone cannot.

We're in an exciting period of growth, guided by a five-year strategic plan focused on building sustainable revenue, deepening our community impact, modernizing our systems, and elevating our voice as a health advocate in the region. It's a meaningful moment to join a team that's shaping what comes next. If you're drawn to work where mission and strategy intersect, and where what you do genuinely improves people's lives, we'd love to connect. To learn more, visit valleyhealthfoundation.org.

Diversity, Equity, Inclusion, and Respect

We value diversity in experiences, cultures, and perspectives at Valley Health Foundation. This diversity is vital to advancing innovation, critical thinking, problem-solving, and creating an inclusive community. Because we seek a workforce with a wide range of perspectives and experiences, we encourage diverse candidates to apply, including people of color (particularly underrepresented minorities), women, veterans, members of LGBTQIA communities, and individuals with differing abilities. We welcome applicants who will help us advance our commitment to an inclusive workplace and who desire to join a staff that is engaged in addressing issues of diversity, equity, inclusion, and respect.

How to Apply:

- Please submit a resume, cover letter, and three references via email to jobs@vhfca.org with "TGD Services Program Administrator" as the subject line of the email.
- References will not be contacted by Valley Health Foundation until the final stages of the interview process. Applicants will be notified before any contact with the provided references.
- The application process is confidential.
- Employment is contingent upon successful reference and background checks, including verification that the candidate is not suspended, debarred, excluded, or otherwise ineligible to participate in Medicare, Medi-Cal, or any other federal- or state-funded health care program.