Humanity & Health Foundation (HHF)

Organizational Structure Framework

Staffing & Functional Departments

February 2026

1. Purpose

This document outlines the functional organizational structure of Humanity & Health Foundation (HHF). It defines the major departments responsible for implementing programs, supporting operations, and advancing the organization's mission across global and country-level programs.

2. Organizational Structure Overview

Board of Directors
|
Executive Director
|
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Programs & Operations
Monitoring, Evaluation & Learning (MEL)
Communications & Media
Fundraising & Grants
Partnerships & External Relations
Technology & Data Systems
Finance & Administration

3. Programs & Operations Department

- Oversee implementation of HHF flagship programs
- Coordinate country program activities
- Support community projects and volunteer initiatives
- Ensure alignment with strategic program pillars

4. Monitoring, Evaluation & Learning (MEL)

- Develop and manage program indicators
- Track program outcomes and impact metrics
- Support program reporting and evaluation
- Generate impact dashboards and reports

5. Communications & Media

- Manage HHF social media platforms and digital presence
- Develop communications materials and newsletters
- Support program visibility and storytelling
- Coordinate media and public engagement

6. Fundraising & Grants

- Identify grant opportunities and funding partners
- Prepare grant proposals and concept notes
- Manage donor communications and reporting
- Maintain grant tracking and fundraising systems

7. Partnerships & External Relations

- Develop strategic partnerships with institutions and NGOs
- Coordinate collaboration with academic institutions
- Support corporate partnership initiatives
- Strengthen stakeholder engagement networks

8. Technology & Data Systems

- Manage HHF digital platforms and internal systems
- Support data management and reporting tools
- Ensure secure information management
- Support technology infrastructure for programs

9. Finance & Administration

- Maintain financial records and compliance
- Support budgeting and financial planning
- Ensure proper financial reporting and transparency
- Support administrative operations

10. Conclusion

The HHF organizational structure ensures clear responsibilities across departments while supporting collaboration between programs, partnerships, fundraising, and operational teams.