



JOB DESCRIPTION

Job Title: Chief Program Officer
Reports to: President and CEO
FLSA Classification: Exempt

Department: Executive Team
Effective Date: 08/09/2024
Compensation Tier: 2

Job Summary:

The Chief Program Officer (CPO) leads the strategy, management and evaluation of Champions For Learning's programs, and provides leadership for the programs of Champions For Learning. As a member of the senior leadership team, the CPO plays a key leadership role in guiding Champions For Learning's mission and organizational success. The CPO is responsible for providing leadership in creating, implementing, and overseeing programmatic services and community engagement initiatives. The CPO is accountable for tracking and reporting on the deliverability of these services, supporting findings with objective data. The CPO will drive program process improvements, optimize resource allocation, and foster a culture of operational/programmatic excellence.

Supervisory Responsibilities:

- Oversees the daily workflow of the department.
- Overall responsibility for all direct program staff.
- Plan, implement and monitor a professional learning plan for staff focused on meeting constituents needs in programming.

Program Development and Management:

- Lead programmatic development and implementation for the organization, aligned with strategic priorities.
- Establish measurable, achievable program area goals and objectives on an annual basis and monitor progress.
- Oversee the coordination, integration and delivery of programs and related activities, promoting collaborative relationships between program areas and ensuring that expectations for clients, partners, funders and other stakeholders are consistently met.
- Attract, retain, train, supervise, coach, and be committed to the professional development of his/her staff. Hold self and others accountable for high quality work, and achievement of goals.
- Develop and foster a high-performance and accountability culture throughout the programs teams, aligned with core values.
- Work with program directors and teams to establish approaches and methods for evaluating program outcomes and leverage internal and/or external resources to impact program results.
- Stay abreast of developments in the external environment of the education landscape; develop new program ideas and pilot projects that incorporate input from the community.
- Collaborate with the Chief Financial Officer to budget and monitor programmatic operations to ensure sound fiscal and systems management and provide



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guidance and oversight on budgets and financial monitoring to program directors.

- Deploy resources efficiently and effectively toward organizational goals, working with teams to balance workload and activities.

Internal Partnerships

- Cultivate relationships and establish partnerships between different program areas, encouraging knowledge sharing, resource utilization, and collaborative problem-solving.
- Directly supervise program directors to build their supervisory and managerial leadership skills to engage, encourage, empower, and motivate program staff.
- Provide strategic guidance and coaching to program directors and managers in planning, program management and implementation for increased effectiveness and accountability.
- Oversee the full life cycle of grants & contract processes, administration, reporting and compliance.
- Lead effort in establishing staff goals and objectives and measure results against programs impact, effectiveness, and other predetermined accountability parameters.

External Partnerships

- Build external relationships, collaborations and partnerships with other organizations in order to ensure quality program delivery.
- Coordinate with the President & CEO and the Chief Development Officer on developing and seeking resources for new program ideas and pilot projects, as well as existing programs.
- Serve as a relationship liaison with key funders, including foundations in partnership with the Chief Development Officer.
- Represent Champions For Learning on relevant committees and task forces, as well as at speaking engagements, conference panels and trainings.
- Build and nurture strategic partnerships to leverage resources, expertise, and networks for programmatic success.

Organizational Leadership

- Participate as a member of the senior leadership team. Play a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple areas.
- Participate in and provide leadership for organization-wide learning, development, and culture-building activities.
- Interact with the Board of Directors as a thought partner and liaison to Board committees as assigned.



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Responsibilities as it relates to the Take Stock in Children grant:

The Executive Director will:

- Collect, document, analyze and report key performance indicators of programmatic success including student data, mentor activities and participation, and student levels of college and career readiness.
- Maintain school district communication and partnerships.
- Collaborate with staff to recruit, screen, train, and match mentors efficiently and effectively.
- Develop, organize, and implement workshops for staff, students, and mentors.
- Develop and distribute programmatic materials to support students, parents, and mentors.
- Plan annual programming for College Success Coaches and Mentor Coordinators that is aligned with TSIC grant requirements.
- Cultivate relationships with colleges, universities, and other related college success organizations to enhance student services and success.
- Establish and maintain mentor partnerships and relationships.
- Serve as community ambassador for Take Stock in Children program within the school system as well as the community at large.

Required Skills/Abilities:

- Strategic, cross-functional thinker with a strong desire to move towards implementation and action.
- Ability to listen and effectively communicate with peers, staff, board, funders, and partners while managing relationships with both internal and external stakeholders.
- Excellent time management skills with a proven ability to meet deadlines.
- Commitment to collaboration and continuous learning at all levels of the organization.
- Consistency and goal orientation, problem-solving aptitude, flexibility, creativity, discretion, and appreciation for Champions For Learning's mission and values.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite or related software.
- Exhibit personal characteristics including professionalism, integrity, confidence and enthusiasm.

Education and Experience:

- 7+ years of experience in management or leadership roles, preferably in program leadership, development, or evaluation in the nonprofit sector.
- Demonstrated ability to lead organizational change initiatives.
- Proven track record of building and managing projects from conception to completion.
- Undergraduate degree required.



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Physical Requirements:

- Must have the flexibility to work evenings and weekends as required by the position.
- Must have the ability to travel to different sites.
- Must be able to lift at least 25 lbs at times.

Competencies:

- Job Knowledge
- Communication
- Teamwork & Cooperation
- Professionalism
- Mission Statement
- Organizational Relations

Core Values:

- Trust
- Love
- Collaboration