

Department	Administration
Job Title	<b>Vice President &amp; Chief Program Officer</b>
Reports to	President

<b>Travel Required:</b> ✓ Local	<b>Type of position:</b> ✓ Full-time, Exempt	<b>Hours:</b> ✓ 40
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### **GENERAL POSITION DESCRIPTION**

The Vice President & Chief Program Officer (CPO) serves as a critical member of the CLD leadership team. In collaboration with the President, the CPO will implement the strategic vision of CLD while overseeing a portfolio of programs and services. With this oversight, they will ensure that the overall quality of the program experience is consistent across locations for all programs and services. This position will also lead efforts to evaluate and communicate the effectiveness and impact of all programs and services. The CPO will oversee efforts to grow CLD's footprint by leading partnership development with schools, community centers and other community-based organizations to deliver CLD programming.

The CPO will oversee a program portfolio that includes: 1) Internal programs that occur on-site at CLD; 2) School-based programs that occur at partner school facilities; 3) Satellite programs that occur at community-based locations; 4) College Prep Institute programs and services. The CPO will provide mentoring, guidance, and supervision of staff who operate these programs. The CPO will provide direct supervision to a Clerical Assistant, the Director of College Prep Institute, the Manager of Programs, the Manager of Community Programs, and the Manager of Program Evaluation.

The CPO will have a lead role in staff management, overseeing evaluation efforts, supporting the writing of proposals and program reports, strategic planning, and community outreach. The CPO will work closely with key partners and the Board of Directors, under the direction of the President.

### **ROLES & RESPONSIBILITIES**

- Plays a key role in the overall development, strategic planning, service delivery, and management of the organization.
- Leads the program leadership team in the planning, execution and delivery of all internal, satellite, and CPI programs and services.
- Directly supervises a clerical assistant and four key managers and directors, working closely with senior program staff to build their skills and leadership ability.
- Provides guidance to managers on how to troubleshoot program and staff performance challenges.
- Monitors staffing needs and capacity to support the achievement of program goals and objectives. Participate in the hiring process of all new program staff.
- Monitors progress towards CLD's desired outcomes, benchmarks, and other program metrics.
- Establishes and monitors goals and measures related to outreach, recruitment, and growing CLD's footprint in the community.
- Oversees and provides guidance to managers and directors on how to engage in the Continuous Quality Improvement process, and other program improvement efforts.



# CENTER FOR LEADERSHIP DEVELOPMENT

Cultivating Character / Empowering Youth / Enriching Community

- Creates and fosters a high performance culture in the program department, aligned with the CLD Principles for Success: Character Development, Educational Excellence, Leadership Effectiveness, Community Service, and Career Achievement.
- Works with the Manager of Program Evaluation to oversee the preparation of written program impact summaries to the Development Team, the Board and Grantors.
- Remains aware of local, regional, and national initiatives that impact programming and communicates this knowledge to staff and volunteers.
- Participates in the budget development process and maintain a high level of fiscal responsibility.
- Works closely with the Director of Development to support fund development efforts, as needed.
- Complies with mandatory attendance at the following annual CLD events: all CLD graduations, Minority Achiever's Awards and Scholarship Gala, College Prep Conference, and Indiana Black Expo.
- Follows professional personal presentation standards and adheres to the dress code policy.
- May perform specialized activities in direct support of the accomplishment of the program objectives and the CLD mission.

## **WORK EXPERIENCE AND SKILLS REQUIREMENTS**

- Preference will go to candidates with at least 8 years non-profit management experience.
- Experience in cultivating and maintaining partnerships and relationships with school staff and other community partners.
- Experience training and supervising staff.
- Experience working with youth of diverse backgrounds.
- Experience in developing curriculum.
- Experience in coordinating and implementing high-quality and effective youth programs.
- Experience in program evaluation and Continuous Quality Improvement.
- Familiarity with Monday.com project management web application.
- Knowledge of Indiana high school degree requirements.
- Knowledge of higher education matriculation.
- Prior success at executing projects in a timely manner and in achieving results on schedule.
- Working knowledge of database input and management.
- Functional skills with Windows 10, Microsoft Office, particularly Word, Excel, PowerPoint.

## **ATTRIBUTES**

- Communicator. Excellent verbal and written communication skills.
- Self-starter. Takes the initiative to not only identify a problem but work to solve it.
- Team player. Works well independently, but recognizes value of working with teams.
- Flexible. Must be willing to learn quickly and respond to changing environment.
- Efficient. Able to multi-task, prioritize and manage multiple projects in a fast-paced, customer-oriented environment while being detailed and highly organized.
- Passion. Must be excited about the mission of CLD, youth and the communities we serve.
- Impeccable character.

## **EDUCATION and/or CERTIFICATION REQUIREMENTS**

Master's Degree-Education Administration, Educational Leadership, Non-profit/Public Organization Management, Social Work, Nonprofit Management or a related field.



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## **PHYSICAL REQUIREMENTS/DEMANDS**

- Generally sedentary work, remaining in a stationary position for long periods of time. Events require physical exertion, including lifting of boxes and tubs, moving chairs and tables, loading and unloading supplies.
- Position requires working evenings and weekends and a commitment to this schedule.
- Must have reliable transportation.

## **WORK ENVIRONMENT**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, printers, scanners, laminators and photocopiers.