

## Job Description: Chief Program Officer



**Status:** Full-time

**Salary:** \$120,000 - \$145,000 depending on experience

**Location:** Minnesota preference; open to qualified candidates from outside Minnesota

**Supervises:** Seven staff currently with potential to grow

### Position overview

The Chief Programs Officer (CPO) serves as a key member of the executive management team, working in collaboration with the President/CEO, the Chief Financial Officer, and the Chief Strategy & Impact Officer, to articulate and implement the strategic vision and leadership of the agency. The CPO oversees staff in the Twin Cities, surrounding areas, and throughout the country, working on direct service, intervention and prevention, and training and technical assistance. To do so, the CPO creates and supports a high-performing culture, ensures evaluation of the quality and effectiveness of programs, responds to funding opportunities to support programming efforts, and raises the organization's profile through external communication with key partners and other key constituencies. The CPO also enhances the structure of the organization by staying abreast of best practices in related programming, workforce development, and potential funding partners.

### About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

### Core responsibilities

- Serve as key organizational leader, advancing our mission and culture
  - › Integrate the philosophy, values, and mission of Esperanza United into all work.
  - › Work closely with the President and CEO and leadership teams to provide direction and management, ensuring that organizational priorities are communicated and achieved.
  - › Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence, and communalism.
  - › Apply new learnings, approaches, and practices to core position responsibilities and activities.

- › Actively participate in team meetings, workgroups, and organization-wide initiatives, such as our anti-racism efforts.
- › Represent Esperanza United on relevant committees and task forces, as well as at speaking engagements, conference panels, and trainings.
- › Monitor emerging needs among key stakeholders, including program-related participants/organizations/leaders, partner organizations, systems, and government.
- Lead high-functioning, sustainable programs
  - › Actively foster and contribute to staff professional development through mentorship and coaching.
  - › Directly supervise program directors, working with them to develop and ensure effective program management and supervisory oversight, including troubleshooting program and staff performance challenges.
  - › Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and efforts.
  - › Support fund development through the promotion and execution of Esperanza United's fundraising events, proposal writing, and partnering with the CEO and Fund Development to steward funding relationships.
  - › Respond to government and foundation requests for proposals and applications in partnership with development and senior staff, coordinating the planning and activities necessary.
  - › Serve as liaison to key government agencies and major funders as appropriate. Work with other program directors to provide leadership and representation as needed.
- Ensure program oversight and evaluation
  - › Oversee the coordination, integration, and delivery of all programs, contracts, and related services, promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, participants, and other stakeholders are consistently met.
  - › Establish annual program work plans and ensure integration is aligned with other areas of the organization as needed. Mentor and coach directors, managers, and coordinators on how to proactively engage in planning to improve program management, including implementing yearly staff development plans.
  - › Work with the CFO and program directors to ensure timely and accurate budget development process and monitor programmatic operations to ensure sound fiscal management.
  - › Ensure the development of goals and qualitative and quantitative outcomes of programs and services and track results against these objectives.
  - › Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.

## Qualifications

- A minimum of eight years of leadership experience in a nonprofit, government, or philanthropy, overseeing multiple programs and initiatives.
- Bachelor's degree in a relevant area or an equivalent combination of demonstrated experience and training.
- 5—8 years of supervisory experience.
- Expertise in one or more of the following service areas: domestic violence, youth development, community engagement, training and technical assistance.
- Passion for Esperanza United's mission and an ability to communicate this passion to others.
- Demonstrated experience managing high-performing teams, including providing professional development and mentorship.
- Comprehensive working knowledge of program planning and design, organizational structure, budgeting, administrative operations, and fundraising.
- Demonstrated ability to analyze and compile complex data for planning and reporting purposes.
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders.
- Bilingual in English and Spanish is a strong preference.
- Strong community awareness and astuteness.
- Experience working with, or strong understanding of, Latin@ communities.
- Strong relationship building with the ability to find common ground, build consensus and strengthen the collaboration among diverse internal and external stakeholders.
- Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
- Demonstrated commitment to the values of diversity, inclusion, and empowerment.

## Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

## Travel requirements

There may be some local and national travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description. Esperanza United offers a highly competitive salary and benefits, commensurate with experience and skills.

**To apply**

Please send a cover letter, resume, and salary expectation, to Debra Emery at [demery@esperanzaunited.org](mailto:demery@esperanzaunited.org). Applications will be reviewed on a rolling basis with a priority for those submitted by March 31, 2022. However, applications will be accepted until the position is filled.