



## **JOB DESCRIPTION: Chief Program Officer**

Reports to: CEO

Status: Exempt

Hours of Work: Full Time

Posted: January 23, 2019

### **Job Summary**

Reporting to the Chief Executive Officer (CEO), the Chief Program Officer (CPO) is responsible for leading and managing a dynamic team and comprehensive array of programs, projects, and partnerships using the most up-to-date community development program design, strategic thinking, a coaching style of leadership, and daily direct support to all program directors. The CPO will implement and manage all grant writing efforts in partnership with lead staff, and work with the CEO on program visibility with major donors.

The CPO will be responsible for all program planning, operations, and staffing. S/he is responsible for developing the program's annual budgets with the Finance Director and CEO, and working with the CEO on overall program and organizational strategy and direction. With a commitment to data and outcomes measurement, the CPO will continuously assess and review program processes and results, ensuring that they are consistent with Rural Action's overall theory of change, and consistent with the needs and interests of Rural Action's membership base. S/he will also be responsible for working with the CEO and Social Enterprise Coordinator on new business development. The CPO will communicate frequently with the CEO on all program issues and accomplishments.

### **Essential Functions**

- Provide effective, supportive, and inspiring leadership and direct supervision to all programs and program staff;
- Implement and lead a continuous quality improvement process throughout the programs focusing on effective planning, systems/process improvement, communications, and strategy refinement;
- Assist program directors with annual and semi-annual budget planning, in partnership with the Finance Director;
- Develop, implement, and monitor an outcomes measurement system with indicators and metrics that reflect Rural Action's strategic plan goals;
- Ensure successful member engagement in programs including program advisory boards and committees;



- Support staff in managing program partnerships and collaborations, providing process and planning tools as needed;
- Oversee all program contracts, partnership agreements, and memorandums of understanding;
- Coordinate staff to build an annual fundraising plan; work closely with staff to write and submit a pipeline of proposals to public and private grantmakers;
- Develop and implement staff training, recruitment and retention strategies;
- Manage the annual program staff review process while also providing on-going, routine feedback to staff on performance;
- Ensure effective internal and cross-program communications and planning including coordination of staff meetings;
- Support staff to follow and improve, as needed, all Rural Action policies and procedures including marketing and communications protocols;
- Partner with the CEO and Program Directors to represent Rural Action publicly, including with members/donors, community, funder, governmental, and business organizations;
- Assist the CEO with Board reporting and presentations;
- Ensure that all program activities operate consistently and ethically within the mission and values of Rural Action;
- Other duties as assigned.

#### Knowledge, Skills and Abilities:

- Ability to see big picture goals, and help program staff align their work strategically;
- Understanding of best practices in asset based community development and their practical implementation;
- Knowledge and/or experience in partnership development and in developing, working with and leading collaborative efforts, both internally and externally;
- Ability to work effectively in teams, create teams, and lead teams, having strong mentoring and coaching experience building the capabilities of teams with diverse levels of expertise;
- People and project management, organizational, verbal, written, and interpersonal communication skills;
- Significant experience with foundations, grants writing, and grants management;
- Track record of managing strategic planning, implementation and evaluation;
- Experience with contracts and memos of understanding and other legal tools;
- Ability to and interest in working with a wide range of individuals: senior management, board members, volunteers, members, donors and communities of interest and place;
- Driven by and focused on Rural Action's mission;
- Deeply appreciative and respectful of rural people and places;



- A self-reliant and results-oriented problem solver;
- A systems-thinker oriented to improving processes;
- Energetic, flexible, collaborative, and proactive.

Minimum Qualifications:

- At least ten years of professional experience overall, with a minimum of five years of supervisory experience;
- Bachelor's degree in a related field or equivalent experience/education;
- Ability to work at a computer and possessing solid computer skills;
- A valid driver's license;
- Available for evening and weekend activities as needed.

*To apply, please send a cover letter and resume outlining your experience as it relates to this job description and providing your salary expectations for the position. Send materials to [hr@ruralaction.org](mailto:hr@ruralaction.org) subject heading: Chief Program Officer. The position will remain open until a suitable candidate is hired. Rural Action is an Equal Opportunity Employer.*