POSITION/TITLE	Chief Programs Officer, *Vice President of Programming*	**FLSA STATUS CLASS**	Exempt
GROUP	Programs & Services	**DEPARTMENT**	Programming
REPORTS TO	Chief Executive Officer	**FT/PT STATUS**	FTE
SALARY RANGE	$90,000 to $150,000	**GRADE**	2
PRIMARY LOCATION	Greater Pittsburgh Area	**DIRECT REPORTS**	6

Sarah Heinz House's *mission is to empower all kids to* ***Laugh****,* ***Learn****, and* ***Lead****.*

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all job duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB DESCRIPTION

POSITION SUMMARY/OBJECTIVE

The Chief Programming Officer (CPO) position at Sarah Heinz House greatly influences our strategic direction and oversees initiatives that resonate with our community. In this role, the CPO will oversee and manage all programmatic efforts and play a vital role in enhancing the organization's visibility and increasing outreach through strategic program partnerships with key stakeholders.

This dynamic role requires the CPO to ensure all SHH programs align with our mission while collaborating with other leaders to integrate program objectives into the broader organizational vision. The CPO's contributions will be essential in elevating the quality of our initiatives and in developing innovative strategies to address emerging challenges and seize new opportunities.

The successful candidate will join and lead a skilled and dedicated team that includes Senior Program Directors, Residential Camp Directors, and a Behavioral Therapist, all focused on making a meaningful impact on the lives of those we serve.

ESSENTIAL FUNCTIONS

Leadership

- Provide expertise on relationship-building strategies to foster potential donors, including the establishment of a pipeline for future contributions.
- The Chief Programming Officer (CPO) leads the program team, which encompasses responsibilities for hiring, training, and performance management, thereby ensuring a high-performing team that adheres to organizational standards and achieves program objectives.
- By mentoring team members in their professional development and enhancing their leadership capabilities, the CPO aligns their growth with the organization's goals and values. This process includes identifying emerging leaders, providing development opportunities, and empowering individuals to take on new challenges.

Program Development, Implementation, and Evaluation

- Plan, develop, implement, and assess overall programs, services, and activities to ensure alignment with stated objectives and to meet the needs and interests of members. Regularly compile reports documenting all activities, attendance, and participation.
- Generate reports and projects that deliver value, demonstrate measurable outcomes, and adapt to provide organization-specific data that supports the mission and impact on youth.
- Collaborate closely with the Chief Executive Officer and other administrative team members to formulate outcomes research plans, develop outcome-based programs, establish data collection methods, and provide staff training.
- The CPO is responsible for overseeing the development, implementation, and evaluation of the

organization's programs to ensure their consistency with strategic goals and objectives.

- Work in partnership with other senior leaders to align programmatic objectives with the overarching goals of the organization.
- Assess program effectiveness using established evaluation frameworks.
- The Chief Program Officer ensures compliance with all relevant legal, regulatory, and ethical standards regarding the organization's programs.
- Facilitate cross-departmental collaboration to integrate program objectives with broader organizational goals, enhancing overall impact.
- Additionally, lead the development and implementation of program evaluation frameworks to assess the effectiveness and impact of program activities, making data-driven decisions for continuous improvement.

Resource Management

- Establishing and maintaining relationships with key stakeholders, including funders, community partners, and government agencies, is crucial.
- The CPO secures program support and alignment through these relationships.
- Develops and manages the program budget, ensuring efficient allocation of resources to meet program objectives and financial targets.
- Maintain a close relationship with all school districts.
- Ensure administrative and operational systems are in place to maintain the operation of the organization's physical properties and equipment, including the use of facilities by outside groups. Ensure compliance with organizational policies.
- Recruit, manage, and provide career development opportunities for staff and volunteers. Conduct regular staff meetings.

Innovation and Strategic Planning:

- Spearheading innovative program initiatives.
- Contributing to strategic planning and stakeholder engagement.
- Responsible for maintaining information and awareness of trends and developments within the organization's areas of expertise, both in terms of new methodology and new activities to establish communications with key leaders.

Partnership Development

- Develop partnerships with parents, community leaders, and organizations.
- Leverage other partners and community groups to execute outcomes research plans.
- Build relationships with local schools, health providers, and OST providers to support youth development outcomes, research, and resources.

Marketing and Public Relations

- Develop and maintain relations to increase the visibility of SHH programs, services, and activities within the community.

CORE COMPETENCIES

- STRATEGIC THINKER
- ACCOUNTABILITY
- BUILDS SHARED VISION
- CHAMPIONS A SAFETY FOCUS
- MAXIMIZES BUSINESS OPPORTUNITIES
- DEMONSTRATES SELF-MASTERY
- DISPLAYS INTERPERSONAL EFFECTIVENESS
- DEMONSTRATES COURAGE
- MOTIVATES, COACHES, AND DEVELOPS
- DELIVERS OPERATIONAL RESULTS THROUGH OTHERS

QUALIFICATIONS AND EDUCATION REQUIREMENTS

BS or BA from an accredited college or university, or 10 years of youth development or transferable skills with equivalent experience.

5-10 years of demonstrated ability or experience with management or operations, preferably in the nonprofit or human services areas.

Act 33/34 and FBI clearances required. National Criminal Background Check; National Sex Offender Registry; Pennsylvania Criminal Background Check and PATCH

CPR/AED (OTJ provided)

First Aid (American Red Cross) (OTJ provided)

PREFERRED SKILLS

Proficient with technology on a variety of platforms, e.g., Microsoft Office Applications, Zoom, MyClubHub, or similar CRM experience

Experience in motivating and supporting others.

Demonstrated experience leading in complex work environments.

Perform all other duties as assigned.

SARAH HEINZ HOUSE ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER.