



Cincinnati Youth Collaborative Executive Leadership Team

Position Title: Chief Program Officer

Background: CYC is focused on helping students graduate from high school with a pathway towards enlistment, further education or meaningful employment. The Chief Program Officer manages and handles the daily business operations of the organization, working closely with the President/CEO, department leaders and supervisors to support the day-to-day activity of employees.

Reports to: President & CEO

Job Function: The Chief Program Officer provides executive leadership for the organization and oversees all programs for CYC including but not limited to Jobs for Cincinnati Graduates, Gear Up, Mentoring, Resource Coordination, Workforce Programming. The position provides strategic programmatic leadership and direction and ensures high quality experiences that meet or exceed the goals and outcomes. As a dynamic leader, the Chief Program Officer develops close relationships with current partners and seeks to build new strategic programs and partnerships. The Chief Program Officer supports the program staff and volunteers to deliver innovative, high-quality cost-effective programs.

Specific Duties:

- Provide executive leadership for CYC as a member of the Executive team with the CEO, CFO, Chief Advancement Officer, and Director of HR and Risk Management to help meet annual strategic and program goals.
- Provide leadership and support for the program leaders including hiring, developing, evaluating, and coaching.
- Ensure an effective collaborative cross functional program team. Identify synergistic opportunities amongst programs to best serve the youth and young adults through all the programs.
- Ensures that CYC provides high quality effective programs that meet or exceed established goals and outcomes. Employ performance measures for program assessment.
- Develops strong relationships with partners including school leadership, community partners and businesses.
- Responsible for creating and managing the annual program budget and financials.
- Pursue programmatic opportunities connected to the mission that diversify CYC funding. Lead the efforts to integrate new program offerings into CYC by developing processes, procedures, staffing model to support new initiatives.
- Work closely with the Chief Advancement Officer to ensure the Advancement team pursues funding connected to programs and program priorities, provide streamlined processes to provide follow up reports and information needed for the funders.

- Oversees the metrics for the programs and collaborates with the development team to gather data and information needed for grant requests and reports.
- Coordinates with the marketing team to ensure CYC shares the stories and impact happening in the programs and to develop coordinated communication efforts across the schools and partners.
- Maintain a pulse on the needs of the youth and young adults and identify service gaps. Design effective, viable services and solutions to meet the service gaps.

Knowledge, Skills & Experience:

- BA/BS Degree required. Master's Degree preferred.
- 5+ years of leadership experience.
- 5+ years' experience in Program Management.
- Strong experience in delivery of services in the field of youth development or education.

Core Competencies:

- Highly effective leader who develops others and is a proven team builder. Inclined to coach and teach to improve knowledge and ability of others, hold people accountable for results.
- An innovator, capable of creating or seizing opportunities to improve service effectiveness and client outcomes and build strategic partnerships with other organizations.
- Understands and values quality improvement, ability to measure and improve efficiency and effectiveness while complying with regulatory and contractual obligations. Able to effectively address overlapping projects and deadlines.
- Adaptable and reliable in conflict, crisis or changing priorities.
- Strong communicator who is proactive and timely with communications with excellent follow through skills.
- Able to lead a team in managing multiple and often simultaneous tasks and in creating a work environment recognized for organization, timeliness, cost-effectiveness, accuracy and results.
- A demonstrated commitment to diversity and inclusion.
- Politically astute and tactful; attentive to the perspectives and competing interests of various internal and external stakeholders.
- Passion to help young people achieve their dreams.

Starting Salary Range:

\$90,000 - \$105,000 per year

Email Resume and Letter of Interest for Consideration:

HR@cycyouth.org