

Chief Program Officer

Position Summary

The position of Chief Program Officer leads the strategy, management, and evaluation of Propel's programs, and provides leadership for the programs of Propel Nonprofits. As a member of the Senior Leadership Team, the CPO plays a key leadership role in guiding Propel's mission and organizational success. This position oversees the capacity building, strategic services, fiscal sponsorship, accounting & finance, and training programs.

Reports to: President & CEO

Classification: Full-time, Exempt

Core Job Functions

Program Development and Management

- Lead programmatic development and implementation for the organization, aligned with strategic priorities and commitment to equity throughout.
- Establish measurable, achievable program area goals and objectives on an annual basis and monitor progress.
- Oversee the coordination, integration, and delivery of programs and related activities, promoting collaborative relationships between program areas and ensuring that the expectations of clients, partners, funders, and other stakeholders are consistently met.
- Develop and foster a high-performance, inclusive, and accountability culture throughout program teams, aligned with core values and organization commitments to equity and inclusion.
- Work with program directors and teams to establish approaches and methods for evaluating program outcomes and leverage internal and/or external resources to inform program results.
- Stay abreast of developments in the external environment of the nonprofit sector and the nonprofit ecosystem; develop new program ideas and pilot projects that incorporate input from the community.
- Collaborate with the Vice President & Chief Financial Officer to budget and monitor programmatic operations to ensure sound fiscal and systems management and provide guidance and oversight on budgets and financial monitoring to program directors and managers.



- Deploy resources efficiently and effectively toward organizational goals, working with teams to balance workload and activities.
- Serve as thought partner and advisor to colleagues ensuring programmatic strategy and operating in close collaboration with areas such as finance, development, IT and data systems, and

Internal Partnerships

- Cultivate relationships and establish partnerships between different program areas, encouraging knowledge sharing, resource utilization, and collaborative problem-solving.
- Directly supervise program directors to build their supervisory and managerial leadership skills to engage, encourage, empower, and motivate program staff.
- Provide strategic guidance and coaching to program directors and managers in planning, program management and implementation for increased effectiveness and accountability.
- Oversee the full life cycle of grants & contract processes, administration, reporting and compliance.
- Lead effort in establishing staff goals and objectives and measure results against programs impact, effectiveness, and other predetermined accountability parameters.
- Provide leadership, and support to program teams to enhance their ability to collaborate effectively and leverage internal partnerships.
- Determine staffing requirements to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Partner with the Senior Human Resources Manager to identify and create leadership and professional development opportunities for program directors and program staff.
- Collaborate with the management team, as well as senior leadership to develop organizational policies, procedures, and protocols related to programs.



External Partnerships

- Develop and foster productive relationships with allied organizations serving the nonprofit sector in Minnesota, and nationally, as capacity allows.
- Coordinate with the President & CEO and the Chief Advancement Officer on developing and seeking resources for new program ideas and pilot projects, including integrating successful pilots into the program department.
- Serve as a relationship liaison with key funders, including foundations and government agencies in partnership with the Chief Advancement Officer.
- Represent Propel on relevant committees and task forces, as well as at speaking engagements, conference panels and trainings.
- Build and nurture strategic partnerships to leverage resources, expertise, and networks for programmatic success.

Organizational Leadership

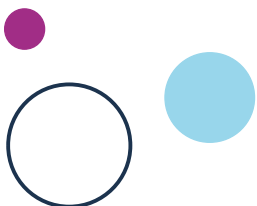
- Participate as a member of the senior leadership team with the president, and the Vice President & CFO, and the Chief Advancement Officer. Play a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple areas.
- Participate in and provide leadership for organization-wide learning, development, and culture-building activities.
- Interact with the Board of Directors as a thought partner and liaison to board committees as assigned.

Qualifications

- 7+ years of experience in management or leadership roles, preferably in program leadership, development, or evaluation in the nonprofit sector.
- 4+ years of experience successfully supervising and managing staff and teams.
- Keen observer of and awareness of the environment and dynamics for the nonprofit sector throughout Minnesota and the broader ecosystem.
- Leadership capacity at team and organizational levels and in leading through change.
- Strategic, cross-functional thinker with a strong desire to move towards implementation and action.
- Commitment to the organization's mission, vision, and values.
- Commitment to diversity, equity, and inclusion while fostering a culture of belonging.
- Proven track record of building and managing projects from conception to completion.
- Ability to listen and effectively communicate with peers, staff, board, funders, and partners while managing relationships with both internal and external stakeholders.
- Commitment to collaboration and continuous learning at all levels of the organization.
- Consistency and goal orientation, problem-solving aptitude, flexibility, creativity, discretion, and appreciation for Propel's mission and values.

We offer excellent compensation and benefits, including:

- Annual salary range of \$120,000 - \$130,000 depending on experience.
- 32 PTO days per calendar year (prorated your first year).
- 7 personal holidays per calendar year (prorated your first year).
- 5 shared holidays per calendar year (prorated your first year).
- Monthly phone and internet service allowance.
- Flexible work schedule in a hybrid work environment.
- Health, Dental and Vision insurance.
- HSA, & Healthcare FSA.
- Basic and supplemental term life insurance.
- Short, and Long-term disability insurance.
- Other voluntary insurance benefits.
- 403(b) retirement plan with employer contribution.



Accommodations

We recognize that qualified applicants will include a range of people who will each require different support to be successful. Propel operates with a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

Interested candidates should send a cover letter and resume latest by 5 p.m. CST on May 23, 2024, to hr@propelnonprofits.org. Please use the subject line "Chief Program Officer".

ABOUT PROPEL NONPROFITS

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions, including the ability to link strategy, governance, and finance to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of the Non-profits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to closely link strategy, governance, and finance. The merged organization has a growing 35-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Propel Nonprofits is an equal opportunity employer.

