



## Chief Program Officer (CPO)

### Who We Are

The National Fund for Workforce Solutions invests in a dynamic national network of 30+ communities taking a demand-driven, evidence-based approach to workforce development. We leverage this network to pursue four integrated solutions: activate employers to make jobs better, equip workers for success, change systems for improved outcomes, and co-invest for impact. At the local level, the National Fund's partner organizations contribute resources, test ideas, collect data, and improve public policies and business practices that help all workers succeed and employers have the talent they need to compete. Learn more at [www.NationalFund.org](http://www.NationalFund.org).

**Reports To:** President & CEO

### What You'll Do

The Chief Program Officer (CPO) will serve as a critical member of the executive team. In collaboration with the CEO and COO, the CPO will articulate and implement the strategic vision of the organization; oversee a significant portfolio of programs; evaluate the effectiveness of programs through continuous improvement; help to increase and diversify funding through effective resource stewardship; raise the organization's profile through external communications; provide mentoring, guidance, supervision, and professional development to all leadership staff; and enhance the structure of the organization by staying abreast of developments in workforce. The CPO will oversee a portfolio that includes 4 solutions: 1) activate employers to make jobs better; 2) equip workers for success; 3) change systems; 4) co-invest for impact. The CPO will also engage the Board of Directors frequently under the direction of the CEO.

### Essential Responsibilities and Functions

#### Leadership

- **Alignment:** Leads alignment and integration of grants with organizational objectives and strategic alignment and integration of solutions.
- **Influence:** Gets people on board with ideas, encourages staff to focus their energy in the right direction, and keeps them inspired to continue even when things get hard
- **Intervene:** intervenes on behalf of the organization when needed (with staff, funders, network, consultants, and others).
- **Equity:** Influence others to promote, embrace and progress around Racial Equity and Inclusion. Create a culture of inclusion by fostering, supporting, and driving equity principles within the organization

## Management

- **Organizational Finances:** ability to monitor and track financial health of the organization and financial statements and provides guidance to staff on utilizing resources across solutions and departments.
- **Fundraising:** responsible for raising funds to support the overall organizational work and staff.
- **Equity:** make sure rules, policies, practices, and legal requirements are implemented to serve the diverse needs of staff and make sure the NF is an equitable workplace.

## Who You Are and Keys to Success

- **Delegation:** ability to delegate tasks and bodies of work to the appropriate staff across the organization.
- **Contribute and share:** ability to share relevant information with individuals even when not expressly requested.
- **Consciousness:** awareness and presence in one's ability to get things done in the face of challenges or adversity.
- **Decision-Making:** the ability to make decisions on behalf of the organization and staff.
- **Critical thinking:** ability to think deeply about complicated topics, evaluate arguments, make logical connections, and solve problems.
- **Emotional intelligence:** ability to understand own emotions and manage them appropriately, as well as ability to understand the emotions of others and use that to effectively navigate relationships.
- **Manage and Develop staff:** ability to managing multiple staff (i.e., team's workload) including prioritization and matching resources to activities
- **Tolerance for ambiguity:** comfortable with uncertainty, unpredictability, conflicting directions, and multiple demands.

## Required Education and Experience

- 10+ years working in workforce development
- Significant experience managing in-person and remote teams tasked with implementing projects and tracking outcomes
- Experience working in a team-based approach to project implementation
- Experience with program planning and operations, grantmaking, foundations and federal funding
- Experience working with budgets, plans, timetables, and deliverables in an outcomes-driven environment.
- Experience developing and maintaining substantial relationships and successfully working with diverse groups and populations

## What You Should Know

### Work Environment

- Work schedule will normally be Monday through Friday and may include weekends and/or evenings.
- Work location is flexible. If working remotely, travel to the National Fund's DC office will occur on a regular basis (at minimum six times per year) in addition to program-related travel.

- Job will include being in an office environment as well as remote sites and will require travel to National Fund site locations.

### Compensation and Benefits

- Salary Range: \$135,000-\$160,000 salary depends on relevant experience.
- Excellent Benefits package including: healthcare covered at 90% for employees and dependents; vision and dental covered at 80% for employees and dependents, 401k (with 3% non-elective employer contribution), paid time off including holidays, vacation and sick days, commuter benefits, and more!

### Application Process

Interested applicants should submit a resume, cover letter, and brief writing sample (in **one** PDF or Word document) by [filling out this form](#). Applicants may be asked for additional materials or references as they advance through the interview process.

*The National Fund is an equal opportunity employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all.*