



990 Pelham Parkway South ~ Bronx, NY 10461

☎: 718-792-1800 ~ 📠: 718-792-6802

🌐 www.bronxhouse.org

Job Description for:
Chief Program Officer

The Chief Program Officer (CPO) will report directly to the Chief Executive Officer (CEO) and will be responsible for the agency's program development and delivery. The CPO will be responsible for existing programs growth and new program development. Ability to work as a team player/agency leader are key requisites for success. The CPO should be a well-versed professional with 10+ years' experience in not for profits with knowledge and experience in program development, NYC/NYS government RFP writing and reporting, staff supervision, budgeting and finance, program measurement/evaluation and strategic planning. The CPO must have an entrepreneurial aptitude for expansion, calculated risk taking and strategic program vision.

DUTIES/RESPONSIBILITIES:

- *Ongoing supervision of program directors at BH.*
- *Provide oversight and direction to Managing Director of Afterschool Programs as well as vision of SONYC programs to ensure high program quality and implement changes as needed. Review budget and monthly expense reports. Ensure staff's accuracy and adherence to budget.*
- *Ability to seek out new government grants*
- *Assist Grant writer with grant development and reporting*
- *Assist program staff in the development of new programs*
- *Experience in program measurement and evaluation*
- *Represent the agency at UJA-Federation, UNH and various Community meetings*
- *Assist with the development of annual Agency Goals and Objectives*
- *Attend meetings of the Board of Directors and Committees as requested*
- *Identify areas for staff development and utilize regular evaluations to improve these areas.*
- *Ensure compliance with other grants and stakeholders.*
- *Provide development and training plans for Director's based on needs. Work with Director's to implement training and development plans for direct service staff.*
- *Knowledge of SACC and NYCDOMH Childcare regulations*
- *Knowledge of NYC's HHS, Passport, MOCS, DYCD Connect, and NYS OCFS Portal*

EDUCATION/EXPERIENCE:

Master's Degree in related field, 10+ years leadership and managerial experience

Competitive Salary and benefit package.

For further information about this position or to send a resume, please contact Nicole Randall, HR Coordinator at nicole@bronxhouse.org