



JOB DESCRIPTION

POSITION TITLE: Chief Program Officer

EXEMPTION STATUS: Exempt

JOB RELATIONSHIPS:

Reports to: Chief Executive Officer
 Supervised by: Chief Executive Officer
 Supervises: Director of Clinical Services, Director of Community Engagement, Director of Program Services, Outcomes Specialist
 Interrelationships: Department of Family and Protective Services staff, law enforcement staff, Cook Children's Medical Center staff, Tarrant County District Attorney's staff, community agencies, Alliance For Children Board of Directors and staff, donors, children and families.

Summary:

The Chief Program Officer (CPO) serves on the executive management team and reports directly to the Chief Executive Officer (CEO). In collaboration with the CEO, this position will articulate and implement the strategic vision of the agency. The CPO is responsible for providing leadership in creating, implementing, and overseeing client programmatic services (client relations, clinical, family advocacy, forensic interview, and multidisciplinary team coordination) and community engagement services. The CPO is also accountable for tracking and reporting on the deliverability of these services, supporting findings with objective data.

Job Duties/Essential Functions:

Leadership, Staff Management, and Organizational Strategy

- Support the CEO and executive team in the overall development, strategic planning, service delivery, and management of the agency across multiple locations.
- Support the CEO in strengthening relationships with the public, agency partners, and community organizations.
- Work with the CEO and executive team to ensure that the agency strategic vision informs short and long term goals of programmatic and community services.
- Ensure that all program activities operate consistently and ethically within the mission of Alliance For Children.
- Create and support a high performing culture among team members that is aligned with Alliance For Children core values.
- Facilitate relationship-building with and between partner leaders of the Multidisciplinary Team.
- Mentor and collaborate with program directors and supervisors to ensure quality advocacy, intervention, and therapeutic services to all reported victims of child abuse

served by the agency and partners.

- Mentor and collaborate with program directors and supervisors to ensure consistent and quality messaging and education with regards to child abuse and its prevention.
- Represent Alliance For Children in community task forces, speaking engagements, conferences, and trainings that further the agency mission.
- Participate in community needs assessment and ongoing agency evaluation.
- Provide support to the Board of Directors and act as the agency spokesperson in conjunction with, and in absence of, the CEO.
- Perform other related duties as requested by the CEO.

Program Oversight and Evaluation

- Oversee the coordination, integration, and delivery of all programmatic and community services, promoting collaborative relationships between departments and ensuring that expectations of funders, partners, constituents, clients and other stakeholders are consistently met.
- Ensure and report program qualitative and quantitative goals and outcomes, supporting findings with objective data including statistics, research, and objective evaluation tools.
- Coordinate and analyze outcomes to inform programmatic decisions.
- Participate in budget development process and maintain a high level of fiscal responsibility in management of programmatic budget.
- Work closely with Finance and Development departments to ensure that submitted requests/grants support programs and that submission is streamlined. Ensure that funds are available and properly spent.
- Ensure that appropriate data is collected and maintained for grant funding reports and that reports are submitted in a timely manner.
- Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Meet regularly with CEO for supervision and program oversight.
- Meet regularly with executive management team and CEO to ensure cohesion and teamwork.

Knowledge/Skills/Abilities:

- Bachelor's degree required. Focus in social work, criminal justice, psychology or related field preferred. Master's degree preferred.
- Minimum of five years' experience in non-profit management.
- Minimum of five years' experience in child abuse field.
- Working knowledge of child development and family dynamics; knowledge of sexual abuse dynamics as it relates to victims and perpetrators.
- Able to meet deadlines and willing to work hours required to complete tasks.
- Excellent presentation and communication skills, both written and verbal.
- Demonstrated ability to work with all levels of employees, board members, partners, and community.
- Must have valid driver's license and proof of liability insurance if driving for agency purposes.
- Must successfully complete annual criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 20 lbs. Moderate independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.