



## **Chief Program Officer**

### **POSITION SUMMARY**

The Chief Program Officer (CPO) develops, implements, and oversees programming, and develops strategies for evaluating the impact of the organization's work against established goals. Monitors established indicators to measure progress towards strategic and operational goals.

### **FLSA Status**

This position is exempt under the Fair Labor Standards Act.

### **Reporting Relationship**

Reports to the Chief Executive Officer

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.*

- Develop funding and evaluation strategies and criteria for Request for Proposal (RFP) documents.
- Ensure grantmaking activities are in compliance with California's Government Code and Health and Safety Code related to health care districts.
- Review Letters of Intent, Qualifications, and Proposals submitted to the District in response to RFPs for consideration and make recommendations for review by Committee and Board members.
- Award grants in accordance with established policies and procedures.
- Monitor grantee's performance to ensure grant terms are met.
- Provide guidance to grant recipients on program evaluation tools
- Review and evaluate data derived from evaluation tools.
- Serve as the District's principal contact for applicants.
- Conduct research and examine best practices to advance recommendations for new health initiatives and projects.
- Prepare Committee and Board reports on results of District's funding.
- Prepare routine reports to the CAO and CEO regarding the status of all grant activities

- Remain current on emerging health issues of importance to the organization through literature review, contact with community and regional organization, and participation in relevant conferences or events.
- Develop strong relationships with other nonprofit, private and public organizations, and local legislators and representatives.
- Actively engage with local stakeholders to remain up to date as to the health concerns and needs of the community.

### **Supervisory Responsibilities**

- Directly supervises personnel, including subordinate supervisors.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems in a timely manner.

### **MINIMUM QUALIFICATIONS**

*To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education**

A Bachelor's degree from an accredited institution, or the equivalent; degree in Public Health, Public Administration, Education, Social Science or a similar area of study is preferred.

#### **Professional Experience**

- At least 10 years of senior and/or executive-level experience in program management or administration.
- Knowledge and understanding of philanthropic philosophies, public health, healthcare and public policy.
- Capacity to coordinate efforts involving various projects and multiple players.

#### **Language Skills**

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and responds to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

#### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**Reasoning Ability**

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills**

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

**Other Skills & Qualifications**

- Demonstrated knowledge and understanding of philanthropic philosophies, public health, healthcare and public policy.
- Demonstrated capacity to lead and coordinate efforts involving various projects and multiple internal and external stakeholders.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

**Certificates, Licenses, and Registrations**

None

**Travel Requirements**

This position requires local travel up to 25% of the time.

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

**Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.