



## Job Description

**Position Title:** Chief Program Officer  
**Employment Classification:** Full-time; Salaried; Exempt  
**Reports to:** Chief Executive Officer  
**Department:** Program

**Position Summary:** Leads the work of the Programs Department, including program and staff planning, development, and evaluation; Serves as an important member of the Leadership team. Is a highly visible position within Orangewood Foundation and the community.

## Major Areas of Responsibility:

- Lead and direct the programs of Orangewood Foundation, including effectiveness, utilization, service delivery, staffing, youth outcomes, and satisfaction measures
- Formulate and implement new programs, services, and departmental strategies to maximize program impact upon the community in accordance with service goals and the overall strategic plan of the organization, including:
  - Implement the new Youth Connected Program on the campus of Samuelli Academy for foster youth students to live on campus
  - Continued expansion of services to survivors of sex trafficking and youth experiencing homelessness
  - Implement our new contract to connect and support youth with permanent supportive housing services
- Direct the selection, training, supervision and evaluation of members of the Program Department. Determine staffing and employee development needs, and use effective coaching and mentoring techniques.
- Establish and sustain relationships with County Social Services agency leaders and staff, educational institutions, Court representatives, and other not-for-profit entities. Develop effective referral networks and adopt best practices.
- Develop departmental tactical objectives and staff work plans that align with the organization's strategic plans and monitor progress
- Oversee supervision of Program staff to ensure effective professional development, training, performance tracking and compensation
- Oversee program data and ensure accurate and effective data management
- Partner with the CFO to prepare the annual Program budget. Achieve compliance with plans, and evaluate and address sources of variance
- Assist in proposal writing and program design and manage communications related to government contracts/grants
- Provide input and assistance to the Chief Executive Officer in matters related to Foundation policies, programs, and management issues
- Disburse program information and updates to the Board of Directors and key donors

### **Knowledge, Skill and Experience Requirements:**

- 10-15 years of non-profit experience including management, administration, and social services; experience working with state and local social services agencies is preferred.
- Master's Degree in Social Work, Marriage and Family Therapy or related field; Licensure as an LMFT or LCSW preferred
- Knowledge of principles of human behavior and child welfare; leadership and employee development; non-profit funding and business operations; employee development, motivation, evaluation and teamwork
- Good understanding of adolescent issues related to foster care, homelessness and human trafficking
- Knowledge of state and local youth services agencies and foster care regulations
- Strong relationships with other local youth-serving agencies and resources
- Ability to effectively communicate with youth, individuals at all levels in the organization and with external business contacts in an articulate, professional manner while maintaining necessary degree of confidentiality
- Ability to create and clearly achieve program objectives and maximize support and participation
- Knowledge of organizational strategies and ability to apply those in practice
- Excellent written and oral communication skills. Comfortable speaking in public
- Proficient in all Microsoft Office applications, Outlook, Excel, Power Point

### **Essential Qualities:**

- Understanding of and passion for Orangewood Foundation's vision and mission
- Exemplifies organizational values of trust, respect, and compassion
- Demonstrates organizational operating principles of communication and teamwork
- Approaches projects, activities and job functions with flexibility and positive attitude

### **Working Environment/Physical Requirements:**

Primarily an office job. May need to attend fundraising and community meetings/events as a representative of the Orangewood Foundation Leadership Team. Frequent driving to meetings/trainings. Must possess a valid California driver's license and proof of automobile insurance. Physical requirements include standing, sitting, typing, bending and lifting up to approximately 40 lbs.

Modification to work schedule may be made based on needs of Orangewood Foundation.

*Orangewood Foundation is an Equal Opportunity Employer.*