



Position Title: Chief Program Officer
Position Type: Full-Time, Regular
Reports to: Chief Executive Officer
Location: CIS of Ohio, Columbus Office/ Hybrid

Section I – Position Summary

The **Chief Program Officer (CPO)** is responsible for the management of Communities In Schools (CIS) of Ohio’s programs and service delivery team, program expansion and development, and new program initiatives. This position will be actively engaged in the internal and external day-to-day work of CIS of Ohio, and will provide oversight for all existing and future programs, while supporting the implementation of the CIS model of Integrated Student Supports (ISS) in all partner schools. As part of the Executive Leadership Team, the CPO will provide visionary leadership and direction to the continued expansion of CIS of Ohio, identify, grow, and manage community partnerships in schools, ensure fidelity to the CIS model, and maintain a high level of collaboration and accountability across all aspects of the organization.

Section II – Essential Duties and Responsibilities

- The Chief of Programs is responsible for supervising and providing support to the staff overseeing existing and future programs, ensuring their effective execution, management, and performance. This includes, but is not limited to:
 - Site Coordinator Program
 - Parent-Engagement Program
 - 21st Century Community Learning Center Program
 - Social-Emotional Learning/Mental Health Program
 - Diversity, Equity, Inclusion, and Belonging Initiative
 - Juvenile Crime Prevention Initiative (future)
 - CIS of Ohio Student Alumni Post High School Initiative (future)
 - CIS of Ohio Volunteer & Internship Initiative (future)
 - Other programs/initiatives to be determined
- Provide leadership and support for the development of all program-related positions, including senior program director, regional directors, social-emotional learning team, after-school program leaders, parent-engagement program staff, training and data management team, special projects, and other applicable roles.
- Conduct assessments and evaluations to identify leadership development needs and opportunities.
- Develop and implement leadership development programs that support the growth and development of program staff.
- Obtain a solid understanding of CIS national data requirements, as well as any state and federal data requirements, to ensure accuracy and compliance with guidelines. Stay up-to-date with any changes that may occur, to ensure continued compliance with and adherence to these standards.
- Collaborate with the Executive Leadership Team in the strategy and implementation of identifying new school district partnerships, differentiated service opportunities, and innovative community partnerships.
- Stand in for the CIS of Ohio CEO in community meetings, events, and other community interactions as identified.

- Strengthen, manage, and maintain strong relationships with existing partnerships, including school districts, community organizations, colleges, universities, businesses, volunteers, and other stakeholders.
- Track and monitor partnerships for effectiveness, quality, value, alignment with the CIS model and impact on students, schools, and families.
- Work closely with program staff to develop and implement partnership strategies that support program goals, objectives, and help expand, enhance, and highlight program services and outcomes.
- Research and vet potential partnership opportunities to determine if they align with the values, mission, and goals of the organization and meet an organizational and program need.
- Collaborate with other departments to identify and report program in-kind donations, ensuring relevant documentation and reporting requirements are met.
- Work across the organization to support and help implement a high commitment to Diversity, Equity, Inclusion and Belong (DEIB) among staff, the board of directors, community partners, and in CIS partner schools.
- Monitor program activities to ensure that they align with the requirements set out in the grant funding agreement.
- Collaborate with program staff and other stakeholders to develop and implement strategies for meeting grant deliverables.
- Ensure that all grant-related reporting is accurate, complete, and submitted on time.
- Assist with the CIS National accreditation process.
- Engage with CIS National by participating in webinars, conferences, calls, and other collaborative work as indicated by CIS of Ohio CEO and/or CIS national.
- Support the efforts of the Executive Leadership Team and CIS Board of Directors in implementing the strategic plan, mission, vision, and values of CIS of Ohio.

Section III – Qualifications and Requirements

- Bachelor’s degree required. Fields of study desired include social work, psychology, education, or related field.
- MSW, LISW, LPCC and/or school administrative experience highly preferred.
- Minimum ten (10) years of management / leadership and direct supervisory experience. With a deep understanding of leadership development.
- Minimum seven (7) years of experience working in a social service, nonprofit, education, or related setting.
- Passionate care and concern for the well-being of children, youth, and families with a focus on marginalized communities.
- Strong commitment to Diversity, Equity, Inclusion and Belonging (DEIB) and desire to grow as part of a diverse and dynamic team.
- Valid driver’s license and auto insurance; occasional travel within state of Ohio
- Unwavering willingness to follow the mission, vision, and values of CIS and a strong commitment to operate as a team player.

Section IV – Core Competencies

- Possess strong leadership, communication, and strategic planning skills, as well as a deep understanding of program design and evaluation.
- Have a proven track record of success in leading and managing complex programs and teams, and a passion for making a positive impact in the community.

- Trustworthy, dependable, and demonstrated ability to develop and maintain strong relationships.
- Comfortable in both highly collaborative environments, as well as in self-starting, self-driven tasks.
- Forward thinking and visionary; considers all program work in the context of the organizational “big picture.”
- Flexible and able to adapt and pivot to changing needs and priorities.
- Strong communicator with a commitment to collaborative conversations and working through challenges.
- Open to giving and receiving constructive feedback and committed to honest and open dialogue.
- Superior interpersonal skills, and strong written and verbal capabilities.
- Always exhibits care and professionalism.
- Ability and willingness to successfully multitask and manage competing priorities, with a desire to grow and learn new things.

This position description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.