



990 Pelham Parkway South ~ Bronx, NY 10461

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🌐 www.bronxhouse.org

Job Description for:
Chief Program Officer

Report to: Chief Executive Officer.

Salary range: \$90K to \$100K

Status: Full time position, Exempt

The Chief Program Officer (CPO) will report directly to the Chief Executive Officer (CEO) and will be responsible for the agency program delivery. The CPO will be a member of the C-Suite Team. They will be responsible for the existing programs growth as well as new program development. Ability to work as a team leader and boss are key requisites for success. The CPO must be a well-versed professional with 6-8 years' progressive experience in the not for profit arena with knowledge and experience in the following areas: program development, government RFP writing and reporting, staff supervision, budgeting and finance, program measurement and 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/departments at BH.*
- *Supervise all Mid-level Managers and Department Heads.*
- *Review budget and monthly expense reports. Ensure accuracy and adherence to budget. Approve Purchase orders.*
- *Ability to seek out new government grants and sustain existing ones.*
- *Ensure compliance with grants and stakeholders.*
- *Assist program staff in the development of new programs.*
- *Experience in program measurement and evaluation.*
- *Represent the agency at various community meetings with elected officials and Community Organizations.*
- *Represent the agency at UJA-Federation meetings.*
- *Represent the agency at United Neighborhood House meetings.*
- *Assist with the development of annual Goals and Objectives.*
- *Attend all meetings of the Board of Directors and Committees assigned.*
- *Identify areas for staff development.*
- *Prepare semi-annual staff evaluations.*

- *Create development and training plans for Director's based on observed needs. Work with Director's to implement training and development plans for direct service staff.*
- *Knowledge of NYC DOMH Regulations and Licenses & NYS SACC regulations.*
- *Knowledge of NYC HHS, Passport and State OCFS systems.*

EDUCATION/EXPERIENCE:

Master's Degree in related field, minimum 6-8 years progressive experience.

For further information about Bronx House, please visit our website at www.bronxhouse.org or Facebook page (Bronx House Community Center).

To apply for this position, please send a resume to Howard Martin, CEO at howie@bronxhouse.org. No calls please....