



## Position Available: Vice President & Chief Program Officer

### Position Summary

The position of Vice President & Chief Program Officer leads the strategy, management, evaluation, and culture of the programs and program teams of Propel Nonprofits. As a member of the Senior Leadership Team, the VP & CPO plays a key leadership role in guiding Propel's mission and organizational success. This position directly oversees the capacity building, consulting, fiscal sponsorship, and training programs.

**Reports to:** President & CEO

**Classification:** Full-time, Exempt

### Core Job Functions

#### Program Development and management

- Lead programmatic development and implementation for the organization, aligned with strategic priorities and commitment to equity throughout.
- Establish measurable, achievable program area goals and objectives on an annual basis and monitor progress.
- Oversee the coordination, integration, and delivery of programs and related activities, promoting collaborative relationships between program areas and ensuring that the expectations of clients, partners, funders, and other stakeholders are consistently met.
- Develop and foster a high-performance, inclusive, and accountable culture throughout the program teams, aligned with core values and organization commitments to equity and inclusion.
- Work with program directors and teams to establish approaches and methods for evaluating program outcomes and leverage internal and/or external resources to inform program results.
- Stay abreast of developments in the external environment for the nonprofit sector and the nonprofit ecosystem; develop new program ideas and pilot projects that incorporate input from the community.
- Work closely with the Vice President & Chief Financial Officer to budget and monitor programmatic operations to ensure sound fiscal and systems management and provide guidance and oversight on budgets and financial monitoring to program directors.
- Deploy resources efficiently and effectively toward organizational goals, working with teams to balance workload and activities.
- Internally, serve as thought partner and advisor to colleagues ensuring programmatic strategy is operating in close collaboration with areas such as finance, development, IT and data systems, and marketing.

## **Supervision and Talent development**

- Directly supervise directors of program areas to build their skills and confidence so that they can engage, encourage, and motivate all staff. Provide regular feedback so key staff can continuously improve supervision skills.
- Guide and coach directors and managers in planning for program management and delivery for increased effectiveness and accountability.
- Establish annual program and staff goals and objectives and track results against these goals as well as accountability protocols.
- Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Coordinate with the Director of Talent and Organizational Culture to identify and create leadership and professional development opportunities for program directors and staff.

## **External Partnerships**

- Represent Propel on relevant committees and task forces, as well as at speaking engagements, conference panels and trainings.
- Develop and foster productive relationships with allied organizations serving the nonprofit sector in Minnesota, and nationally, as capacity allows.
- Coordinate with the President & CEO and Development Director on developing and seeking resources for new program ideas and pilot projects, including integrating successful pilots into the program department.
- Serve as a relationship liaison with key funders, including foundations and government agencies in partnership with Development Director.

## **Organizational Leadership**

- Participate as a member of the Senior Leadership Team with the President and Vice President & CFO. Play a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple areas.
- Participate in and provide leadership for organization-wide learning, development, and culture-building activities.
- Interact with the Board of Directors as a thought partner and liaison to board committees as assigned.

## **Qualifications**

- Commitment to the organization's mission, vision, and values.
- Commitment to diversity, equity, and inclusion.
- 8+ years of experience in management or leadership roles, preferably in program leadership, development, or evaluation in the nonprofit sector.
- Keen observer of and awareness of the environment and dynamics for the nonprofit sector throughout Minnesota and the broader ecosystem.
- 4+ years of experience successfully supervising and managing staff and teams.
- Leadership capacity at team and organizational levels and in leading through change.
- Strategic, cross-functional thinker with a strong desire to move towards implementation and action.
- Excellence in managing projects from conception to completion.

- Ability to listen to and effectively communicate with peers, staff, board, funders, and partners.
- Commitment to collaboration and continuous learning at all levels of the organization.
- Consistency and goal orientation, problem-solving aptitude, flexibility, creativity, discretion, and appreciation for Propel's mission and values.
- Ability to communicate and develop relationships with people at all levels of the organization.

**Salary:** \$115,000 - \$135,000. Excellent benefits package includes medical, dental, life, and disability insurances, along with generous and paid time off policies.

### **Accommodations**

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Propel operates in a hybrid work environment with the option to work remotely for a significant proportion of working time. We are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

### **COVID-19 Vaccinations**

Propel Nonprofits is a mandatory vaccination workplace, with proof of vaccination required as a condition of employment. Employees may request an exemption from this policy due to a medical reason or a sincerely held religious belief. Reasonable accommodations may be granted where they do not cause Propel Nonprofits undue hardship or pose a direct threat to the health and safety of others. New employees must be fully vaccinated or be granted an accommodation prior to beginning employment.

### **To Apply**

Interested candidates should send a cover letter and resume to Heidi Kim, Director of Talent & Organizational Culture, [hkim@propelnonprofits.org](mailto:hkim@propelnonprofits.org). Priority will be given to applications received by January 20, 2023.

### **Questions?**

Interested candidates are invited to schedule a pre-application call with Kate Barr, President & CEO, to discuss any questions about the position, qualifications, or the organization. (A pre-application call is not required to apply.) [Schedule a 20 minute call here](#)



## Organizational Overview

### Mission and Vision

Propel Nonprofits' mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

### Core Values and [Guiding Principles](#)

Champion Nonprofits; Be a mutual & trusted partner; Advance justice; Stay Curious; Have Fun

### Staff and board

Propel has a staff of 30 people across the areas of Accounting and Finance, Capital Access, Development, Marketing, Strategic Services, Training, and Administration. Propel Nonprofits is overseen by a governing board of 16 directors.

### Strategy and Organizational Context

The Strategic Framework and recent financial audits and other reports are available in the About section on the [web site](#).

### Major programs, and services

Propel serves nonprofit organizations in all fields of service and stages of the nonprofit lifecycle. Client organizations located in Minnesota and adjacent communities.

Training: Traditionally offered both in-person and via webinar, our customized and public trainings cover topics such as budgeting, cash flow, financial reporting, governance, leadership and social enterprise. Training also incorporates in-depth programs for capacity building that may include grants to nonprofits.

Technical Assistance: TA helps nonprofits understand their organizational and financial situation, identify tools to address or support those issues and develop a plan of action for the near and long-term future.

Lending: We are a federally certified CDFI, lending from our \$34 million loan fund to nonprofits to expand programs and services, bridge cash flow gaps, and purchase or renovate buildings. We typically originate 100+ loans each year supporting healthcare, housing, arts and culture, education, human services, environment and more.

Strategic Consulting: We work with nonprofits to develop strategic and operational plans, organizational impact and change, provide board training and facilitation, and chart new paths for partnerships.

Capacity Building: Propel serves as an intermediary on various capacity building initiatives. Bringing our valuable technical assistance support and perspective to support nonprofits in building capacity. These programs may include grantmaking.

Leadership Support: We work with leaders, experienced and emerging, to help them access their best thinking, build productive relationships, and navigate change effectively through Leaders Circles. We also provide 1:1 coaching for EDs and board chairs experiencing transformational change in organizational leadership.

Accounting & Finance: Our expert accounting and finance professionals work closely with nonprofit clients, providing training, guidance and implementation support with accounting systems.

Fiscal Sponsorship: Through our Fiscal Sponsorship program, Propel supports mission-driven organizations, projects, causes and collaborations to test drive new ideas as they build infrastructure, set goals, develop their business mode and get their big idea off the ground.

Resources: Propel has a widely used online resource library of templates, toolkits, videos and articles on nonprofits finance, strategy and governance.