



## Position Description

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<b>Position Title:</b>	Chief Program Officer
<b>Reports To:</b>	CEO
<b>Classification:</b>	Full-Time
<b>FLSA Status:</b>	Salaried Exempt

### **ABOUT LFA**

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

### **WHY WE'RE HIRING**

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities that struggle to attract and retain talent, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Dodge City is a community with so much to offer — incredible diversity as an immigrant and refugee town, welcoming people, and forward-thinking collaborative leadership. We are a remote first team and will prioritize hiring the best people we can, but we encourage folks joining the team to consider relocating to Dodge City, whether now or in the medium to long term, to help us contribute to the vibrancy of the community. Those who relocate to Dodge City will receive assistance finding housing and being connected to like-minded individuals in the community. Those who join the team but do not relocate will be asked to make frequent trips to Dodge City and will be invited to participate in an extended site visit so we can show why we and so many other teammates have fallen in love with it!

### **POSITION SUMMARY**

Responsible for the leadership of all aspects of Lead For America programming, including the fellowship programs, education initiatives for high schoolers and college students, LFA affiliates and demonstration cities, and any new initiatives. The Chief Program Officer oversees all aspects of programmatic success, including program design, strategy, execution, and programs team management, to ensure Lead For America's mission and vision become reality.

### **ESSENTIAL FUNCTIONS**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Work in partnership with the CEO and COO to determine programmatic goals for the organization and ensure processes and approaches are implemented and effectively executed to achieve them.
- Manage a senior programs team, which includes but is not limited to affiliate executive directors, recruitment directors, community partnerships directors, program support directors, and directors of new initiatives. Instill a human capital development and coaching culture within LFA that supports open and prolific dialogue, strong engagement, and retention of staff.
- Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.
- Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Establish annual programs goals and objectives and track results against these goals, and establish accountability systems.
- Lead the programs budget development process and maintain a high level of fiscal responsibility.
- Support the development team's fundraising efforts through identifying opportunities to support programs growth, and cultivate key partnerships (government, philanthropy, etc.) that will drive programs impact.
- Coordinate with the executive team on developing new program ideas and pilot projects, including integrating successful pilots into the LFA programs.
- Represent LFA on relevant committees and task forces, as well as at speaking engagements, panels, trainings, and other events build strong organizational networks and spread our work.
- Monitor emerging needs among key stakeholders such as hosts, Fellows, philanthropy, and government partners.
- Oversee the coordination, integration, and delivery of all programs, promoting collaborative relationships between program areas and ensuring that the expectations of all key stakeholders are consistently met.
- Coordinate and analyze the appropriate data to inform the programmatic and operational decision making process. Use the existing Salesforce CRM platform to increase LFA's efficiency, transparency and collaborative efforts among teams.
- Develop an assessment protocol to determine the feasibility and sustainability of programs.
- Analyze and assess programs based on data collected and implement corrective measures if required.
- For at least the first 3-6 months until new positions are filled, support the team with curriculum development and Fellow events management.

- For at least the first 3-6 months until new positions are filled, oversee the overall experience and wellness of the Fellows during and after their fellowship.

## **QUALIFICATIONS**

### **Education**

BA degree in Business Management, Education, Leadership, Community Development, Conflict Resolution/Negotiation or related field required.

### **Experience**

8+ years of experience in executive leadership required. Previous program design, facilitation, and direct support experience within a civic-minded, non-profit organization required. Must be comfortable having and leading conversations across difference with an equity lens. Experience designing curriculum is preferred. Previous management experience preferred.

### **Knowledge, Skills, and Attributes**

- **Mission/Vision:** able to support and articulate the organization's mission, goals and objectives in a positive and inspirational manner.
- **Strategic Vision and Agility:** ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- **Program Development:** understanding of strategic planning, curriculum design, empathic and caring support, leadership development, facilitation; manage confidential information with discretion and care.
- **Communication:** relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- **Leadership:** effective capacity for managing and leading people and scaling up organizations; ability to connect staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- **Results-Oriented:** mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- **Capacity Building:** ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly.
- **Action Oriented:** strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

## **SALARY RANGE**

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the growth of the organization, and that for most roles there is ample opportunity for promotion. In special

circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class talent.

Minimum starting salary (assuming minimum required experience met): \$80,427

Maximum starting salary (assuming 30+ years of related experience): \$120,640

### **BENEFITS**

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview [here](#).

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

### **TO APPLY**

Please submit your application to apply [here](#). You can learn more about Lead For America [here](#).

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### **Acknowledgements:**

*All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*