NMCADV Chief Program Officer (CPO)

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| Job Title: Chief Program Officer | Benefits: Full  |
| Employee Type: Supervisory, Exempt, Full-­‐time  | Reports to: Executive Director  |

# Position Overview

The purpose of the CPO is to ensure innovative, relevant and responsive support and guidance to NMCADV programs. In addition, the CPO seeks to broaden and strengthen the reach of NMCADV through productive interactions with stakeholder groups. In order to be effective in meeting a variety of multidisciplinary needs and to ensure fit, the CPO must continuously assess conditions and context across the state.

Building long term capacity of domestic violence service providers is a primary function and goal. The focus will include helping programs to adapt successfully to changes in the external environment.

The CPO will balance numerous, competing priorities, with a primary accountability to member programs,

Examples of activities that support the CPO purposes include training, technical assistance (TA) peer support, special projects, member meetings, member engagement activities and other as appropriate. The CPO provides or oversees staff who provide those activities.

The CPO accomplishes the stated goals through the efforts of a team.

# Essential Job Functions

* Ensure effective development and oversight of programmatic aspects of all relevant projects, including grant funded and pass through funding projects, if any, and provide information as needed to Director of Finance and Administration for purposes of reporting and monitoring.
* Ensure development of appropriate scopes of work and adjust as necessary. Ensure that scope of work changes are communicated to funders and relevant NMCADV staff.
* Ensure the building and maintenance of collaborations and connections with members, prospective members and stakeholders through regular contacts and through creation of training and education opportunities
* Engage in regular needs assessment, formally and informally with member programs and secondarily with stakeholders.
* Develop, in cooperation with CYFD, a plan to conduct a statewide needs assessment as required by federal funders. This assessment is in addition to other needs assessments used to determine training and TA.
* Lead NMCADV efforts to develop a statewide plan in cooperation with CYFD.
* Coordinate development and review of state standards in cooperation with relevant funding organizations
* Ensure that training and TA are relevant, accessible and of significant value to programs and stakeholders.
* Establish training and TA goals and review and adjust at least annually or more often as need dictates.
* Continuously oversee development of training content and create an effective online component for basic training. Assist substantially in the development of content for online and remote training applications.
* Ensure that all training and other events, such as member meetings, are delivered effectively, including venue, logistics, speaker contracts and travel arrangements through the efforts of appropriate staff.
* Ensure development of a method of evaluating training and TA including a method of reporting data to funders and others. Ensure that evaluation included participant satisfaction with both the content and the process.
* Ensure a training plan that maximizes generation of income and work with the Director of Finance and Administration to establish guidelines.

Requirements

Extensive experience in domestic violence programming.

Supervisory experience and background in reflective supervision

Understanding of or experience with membership organizations, such as Coalitions.

Excellent communication skills, both verbal and written.

Ability to understand primary funding source requirements, including State and Federal funds.

Ability to manage multiple projects.

Possess clarity about coalition role and purposes.

Innovative and flexible with demonstrated leadership skills.

Ability to work independently and as part of a group

Bi- cultural or bilingual a plus.

Ability and willingness to travel extensively statewide.

NOTE: This job description is not intended to be all-­‐inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

revised 10/19 – PW/TA