



Chief Program Officer

Position: Chief Program Officer (CPO)

Organization: The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization whose mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities.

Reports To: Executive Director

Classification: Full-Time (Exempt), Supervisory Position

MAJOR FUNCTION:

The Chief Program Officer is a key member of The Alliance's leadership team. The primary responsibility of the Chief Program Officer is to design and implement Alliance programs and services and expand outreach. The CPO is also responsible for building strategic partnerships and developing special projects and initiatives with external partners. The CPO fosters trust and collaboration among Alliance staff, community partners, members, the public, and stakeholders.

Essential Responsibilities:

Programs, Services and Strategy

- Work collaboratively with Alliance Leadership to implement the strategic plan.
- Work in partnership with the leadership team to design cohesive and comprehensive programs and services and oversee cost-effective execution and delivery of those programs and services.
- Develop ongoing programming, content, and initiatives to address inequities in nonprofit leadership.
- Develop ongoing programming, content, and initiatives to address capacity building needs of nonprofits and philanthropic staff and boards.
- Work in partnership with the leadership team to provide oversight for Alliance research and public policy efforts, and directly manage any related contractors and/or consultants utilized by The Alliance.
- Maintain knowledge of diversity, equity, and inclusion-related issues and best practices.
- Stay abreast of research and best practices in nonprofit and philanthropic management, capacity building, and organizational development.
- Ensure consistent collection and effective management of program data.
- Regularly evaluate programs, the needs of the community, and the progress of the Alliance in relation to mission and strategic priorities.
- Balance affordability and accessibility of programs with the need for revenue generation and profitability.

- Work collaboratively with leadership to develop and manage the program aspects of the annual budget, monitoring and adjusting as needed.
- Work in partnership with the leadership team to develop and execute strategies that contribute to sustainability and advancing The Alliance's mission.
- Ensure a comprehensive approach to capacity building that is tied to the *Principles and Standards for Nonprofit and Philanthropic Excellence*.
- Develop and cultivate strategic partnerships that further advance the mission of the Alliance, including partners that expand the reach and impact of the Alliance throughout the state. Work in partnership with the Director of Policy and Strategic Partnerships to ensure a coordinated approach to partnerships.

Leadership

- Utilize program team meetings, and program leadership meetings to foster support, innovation, and collaborative problem-solving.
- Work with program staff to ensure all training and technical assistance services are documented in the Alliance database and use reports to analyze impact in the field.
- Provide supervision for all programming and membership staff.
- Lead internal committees and meetings as needed.
- Provide leadership, development, and oversight of the Innovations Lab.
- Research and apply for resources to enhance the capacity and scope of the Alliance programs.
- Monitor current staff capacity and implement a performance and professional development system that addresses staff skill gaps and experience to ensure well-trained and motivated employees.
- **Other duties as assigned.**

Qualifications:

- **Education/Experience**
 - Bachelor's degree (Master's preferred) in Nonprofit Management, Educational Leadership, Business, Human Services or other related fields
 - Five or more years of experience in a leadership role in a nonprofit/philanthropic organization or program administration
 - Excellent understanding of program and/or contract management, budgets, and managing teams, including remote staff
 - Experience building positive relationships with teams and external partners
 - Experience working with development officers/teams, grant writing, or fundraising
- **Essential Skills and Experience**
 - Working knowledge of nonprofit and/or philanthropic organizations and a passion and commitment to improving the lives of people and communities of Mississippi through a collaborative process.
 - Commitment to having a diverse, equitable and inclusive organization.
 - Adaptable and Innovative - ability to develop new processes and accept new challenges.
 - Have an entrepreneurial approach with ability to be nimble in response to sector and organizational needs, while remaining sensitive to cost and profitability.
 - Demonstrated track record working in nonprofit capacity-building.
 - Experience in the development and delivery of educational programs, including defining measurable outcomes, learning objectives and Continuing

- Education programs.
- Strong attention to detail and able to manage multiple projects concurrently.
 - Able to develop and adhere to project budgets and timelines and consistently meet deadlines.
 - Strong facilitation and negotiating skills.
 - Experience working with an online database.
 - Experience in website development or management is a plus.
 - Able to problem-solve, think critically, and synthesize information quickly.
 - Able to foster a trusting and supportive relationship with consultants, trainers and nonprofit/philanthropic clients and interact with people at all levels.
 - Able to work collaboratively as part of a team as well as work independently with little hands-on direction.
 - Strong listening skills and a demonstrated understanding of the needs of nonprofits and the individuals who work in and around these organizations.
 - Strong written and verbal communication skills and the ability to communicate effectively with stakeholders, the Board, and the public.
 - Working knowledge of Microsoft Word, Excel, and PowerPoint.
 - Strong computer skills and working knowledge of database software and email marketing tools.
 - Personal qualities of integrity, honesty, respect, and a commitment to The Alliance's mission.

How To Apply

Please submit letter of interest and resume to connect@alliancems.org.

Please type "Chief Program Officer" in the subject line.

No phone calls please

About The Alliance

The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 200 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.