



Job Description – Chief Program Officer

Position Title:

Chief Program Officer

Hours:

Full-Time, Exempt

Salary:

\$90,000 Annually

Reports To:

Chief Executive Officer

Scheduled Start Date:

August 1, 2021

BACKGROUND

Momentum Nonprofit Partner's mission is to build the momentum of the nonprofit sector to drive equitable, measurable, and lasting change. Momentum Nonprofit Partners is a 501(c)(3) nonprofit organization that provides capacity building services and support to other nonprofits across a ten-county service area including western Tennessee and parts of eastern Arkansas and northern Mississippi. Momentum provides a range of technical assistance to nonprofit organizations through training workshops, customized cohort experiences, and access to essential management resources.

Central to our programming is our work in leading community initiatives, expanding sector research, convening community conversations and events, and working alongside community partners to advance public policy work impacting our sector. Strengthening nonprofit organizations and the nonprofit sector is a conduit for influencing broader community change and must include an emphasis on increasing equity and accountability throughout the sector. We envision a sector where nonprofit leaders reflect our community demographics and understand the systems and barriers to an equitable landscape and where a high-quality nonprofit workforce is the norm. Our vision is for nonprofits to work alongside philanthropy, business, and government sectors in united efforts to solve community challenges.

POSITION SUMMARY

Momentum Nonprofit Partners is seeking to hire a Chief Program Officer (CPO). The CPO will serve as a key member of Momentum's leadership team. The CPO will work in partnership with Momentum's CEO and COO to design and implement Momentum's programs and services and expand outreach and business development efforts. The CPO will be responsible for building strategic partnerships and developing special projects and initiatives with external partners.



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Responsibilities & Essential Functions:

While all employees are asked to make broad contributions of time and expertise to support the strategic development of Momentum, assist team members, and help with the execution of events, as needed and as requested by the CEO, the primary responsibilities of the Chief Program Officer are:

Programs & Strategy

- Work in partnership with the CEO and COO to design Momentum programs and services
- Oversee execution and delivery of all Momentum programs and services
- Develop ongoing programming, content, and initiatives to address inequities in nonprofit leadership
- Work in partnership with the CEO to provide oversight for all Momentum research, public policy, and lobbying, and directly manage any related contractors utilized by Momentum
- Maintain knowledge of equity, diversity, and inclusion-related issues, legislation, and best practices
- Stay abreast of literature, research, and best practices in nonprofit 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 Momentum in relation to mission and strategic priorities
- Work in partnership with the CEO and COO to develop and execute strategy that contributes to sustainability and advancing mission impact
- Work collaboratively with all staff to ensure that systems, organizational culture, and practices are aligned with agency mission, values, and commitments related to cultural competence and multiculturalism

Partnerships

- Cultivate strategic partnerships that further advance the mission of Momentum Nonprofit Partners
- Serve as the primary point of contact and coordinator for Momentum partnerships, including local universities, government, business, philanthropy, and key nonprofit partners
- Ensure that Momentum meets all responsibilities of partnership agreements
- Serve as the representative of Momentum, as assigned by the CEO, in external initiatives, ensuring Momentum is a key partner in sector collaborations
- Ensure that partnerships enhance and grow the brand image of Momentum Nonprofit Partners in the community



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This person must develop trusting relationships with the Momentum staff, community partners, Momentum members, the public, and other stakeholders.

Physical Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and sit. The employee will be required to work both in an office environment at a computer as well as work directly in delivering programs and services. The employee is required to frequently communicate with program participants, partner agencies, and other employees. The employee must occasionally move items up to 50 pounds and may be required to periodically drive. Work may occasionally require some evening and weekend activity.

QUALIFICATIONS

Momentum Nonprofit Partners is seeking a highly creative, collaborative, and results oriented person. The Chief Program Officer should demonstrate the following qualifications:

Minimum Qualifications:

- Five or more years of experience working in leadership in a nonprofit setting
- Demonstrated track record working in nonprofit capacity building
- Demonstrated commitment to equity, diversity, and inclusion
- 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
- Able to problem-solve, think critically, and synthesize information quickly
- Able to foster a trusting and supportive relationship with consultants and nonprofit 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



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- Strong written and verbal communication skills and the ability to communicate effectively with stakeholders, the Board, and the general 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 Momentum Nonprofit Partners' mission and guiding principles

COMPENSATION

The annual salary for this role is \$90,000. Momentum is committed to the development of its employees and their well-being. Medical benefits include medical health insurance coverage (80% employer paid) with options for employee paid dental and vision coverage. All full-time Momentum employees are eligible to participate in Momentum's 401k plan with an employer match of up to 2% of annual salary. Momentum offers a flexible work environment and a generous holiday schedule. Momentum provides a Flexible PTO plan which allows employees to take approved time off as needed for appointments, illness, or self-care. Momentum budgets a professional development allowance for all employees which is scaled to provide additional funds to at lower salary tiers.

TO APPLY

Interested and qualified candidates may apply via email to: executivesearch@momentumnonprofit.org. Candidates should submit both a resume and a cover letter. Your cover letter should include your response to the following question: Why do you believe that capacity building is important to the nonprofit sector in Memphis? Resumes and cover letters will be accepted until June 30, 2021. No phone inquiries, please.

Momentum Nonprofit Partners provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, or gender identity.

Momentum Nonprofit Partners is committed to an inclusive, fair, equitable, and safe workplace. Momentum Nonprofit Partners strives to create a workplace and staff that reflect the diversity of the community that Momentum serves.