



TITLE:	Chief Program Officer
STATUS:	Non-exempt, Full Time Employee (40 hours a week)
REPORTS TO:	Executive Director
SALARY:	\$100,000 - \$110,000 annually

Chief Program Officer

Trinity Boston Connects (TBC) is seeking a Chief Program Officer to join this dynamic community change organization. The mission of Trinity Boston Connects is to heal youth of color from the traumatic impact of systemic racism. We are looking for an individual who believes passionately in this mission and understands the need to address systemic racism from multiple angles. We envision Boston as a fully equitable city, where systemic inequities are eliminated for youth of color, so they can enjoy equal status and access to resources as their white peers, grow up in healing and just communities, and thrive as leaders.

If you are interested in working on a team that “walks-the-talk” and are seeking an opportunity to deepen and amplify the impact of our organization in the city of Boston, then please consider the following detailed description and apply!

The Organization

TBC believes that healing the traumatic impact of systemic racism cannot take place without programmatic interventions that integrate three Community Practices: Trauma Inclusion, Restorative Justice, and Racial Equity. The integration of these practices forms the basis of our three healing pathways and their programming, including both our clinical and development services for youth and youth workers, and our organizational change work with other youth-serving organizations throughout the City of Boston.

Our Youth Development & Leadership pathway integrates programs that create safe and supportive communities that inspire youth to develop the social emotional learning (SEL) skills necessary for academic, life and career success. These programs include *Sole Train: Boston Runs Together* and *Trinity Education for Excellence Program (TEEP)* which together provide direct services to nearly 1,000 youth and families.

In addition, to truly heal the trauma, the adults within the communities in which our youth live, learn, and develop must also change. It is not enough to help young people navigate oppressive environments, we strive to help change the schools, institutions, and organizations within which our programs operate so that they in turn can be more supportive and nurturing of the youth they serve. To accomplish this, we provide clinical services and interventions for youth and youth workers through our Clinical Care Pathway and its



programs: *Trinity Boston Counseling Center* and *Trinity@McCormack*. Through our Organizational Change Pathway and its *Organizational Equity Practice*, we convene, train, coach, and consult to Boston youth-serving organizations to effect enduring change in the systems and organizations that impact an additional 15,000 youth and families.

TBC has a staff of 18 and an annual budget of over \$3 million. TBC is led by a Black woman with a staff that is majority of color. Our revenue sources are divided equally between grants from foundations and institutions, charitable contributions from individuals, corporations and fundraising events, and a combination of institutional support and revenue from contracts designated for social justice work. An independent 21-member Board of Directors governs TBC.

The Moment

TBC's strategic plan is aimed at achieving deeper and broader impact in the community through clearer focus and increased integration of our offerings. Over the next several years, TBC will complete the implementation of this strategy, involving a reorganization of staff, with new roles and greater collaboration and integration, all with the aim of better, more holistic support for the youth and organizations that we serve.

The Position

The Chief Program Officer (CPO) will play a key role in driving the new strategy. They are a proven leader, a strategic individual who is passionate about changing lives and outcomes for youth of color. Reporting to the Executive Director, the CPO is a member of the Executive Team along with the Chief Development & Communications Officer. As a senior leader, the CPO will contribute to an organizational culture of collaboration, partnering with other team members to strengthen TBC's programs. They will partner with the Executive Director TBC's programmatic portfolio, ensuring excellence, intentional cross-pathway collaboration and cohesion, and data-driven outcomes and sustainability. The CPO will ensure that the organization has the mission-focused programming, partnerships and services required to meet annual organizational goals and amplify organizational impact. The CPO will engage the Board of Directors frequently in partnership with the Executive Director

Additionally, in collaboration with the other members of the Executive Team, the CPO holds responsibility for maintaining morale across the organization and developing and improving the organizational culture in alignment with the organization's vision, mission, and values. The CPO collaboratively holds responsibility for setting tone, crafting policy, and ensuring accountability, representing the organization to stakeholders, and actively embracing and living out our core principles and values. This is an extraordinary opportunity to more deeply develop programs that have already made significant impact.



RESPONSIBILITIES

Program Management/Quality and Evaluation:

- Provide leadership by developing a deep knowledge of our work and of the three Essential Community Practices, and the needs of the communities we serve.
- In collaboration with Program Directors and evaluation partners, create programmatic Theory of Change and logic models. Design appropriate outcome measurement plans and tools.
- Manage and oversee onboarding and orientation for new staff to help acclimate them to the overall functioning of the organization with particular attention to our Essential Community Practices, mission, vision, and values.
- Ensure all programs are setting and meeting clear goals, and delivering consistent, high-quality services and products.
- Identify opportunities to leverage cross-pathway and cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Work with Chief Development & Communications Officer to tell the story of TBC's impact in the community.
- Lead, coach, develop, and retain Program Directors. Apply mindfulness and wellness practices as a role model for all program staff. Provide regular and consistent feedback so that staff can continuously improve skills.
- Develop and manage a strong program leadership team with balanced workloads, utilizing equitable management practices.
- In collaboration with the Executive Director and Finance Manager, develop programmatic budgets and expense management.

Program and Revenue Growth/Strategy:

- Provide programmatic leadership and input for developing and refreshing strategic plans for the organization in collaboration with the Executive Director and Leadership team.
 - Set the agenda for, and track progress of the strategic plan program implementation. Coach and empower program directors as they implement the strategic plan program transitions.
 - Work with the Leadership and Executive Teams in pursuit of continuous improvement and financial sustainability.
 - Ensure that best practices are effectively integrated into products and systems that ensure organizational sustainability and growth.
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- Work with the Executive Director in developing and managing program earned revenue channels aligned with organizational revenue goals. Manage contract development, execution, and oversight.

Performance Management:



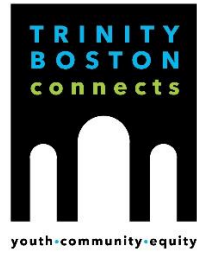
- Work with the Executive Team to develop annual organizational goals. Collaborate with the Leadership team to translate organizational goals to the pathway/program and individual levels.
- Prepare and manage annual program budgets in collaboration with program directors and their teams.
- Lead the performance management process that measures progress against goals for the programs in alignment with the goals of the organization.

External Relationship Development:

- Publicly represent TBC with the media and external constituencies including community, governmental, and private organizations, and build excitement for our mission.
- Coach program directors in cultivating program partners and volunteer opportunities to build collaborative relationships.
- Steward existing relationships in collaboration with the development team with funders to secure and expand recurring revenue streams.

QUALIFICATIONS

- 10+ years of professional experience and 5+ years of senior leadership experience.
- Strong general manager, with experience supervising diverse staff as well as leveraging strengths across multiple programs.
- Strategic thinker, with an action-oriented, flexible, and innovative approach to operational management.
- Experience working to dismantle systemic racism and its impact on communities of color.
- Demonstrated commitment to social justice with the ability to talk about systemic racism and oppression especially within the context of TBC's mission.
- Knowledge of social emotional learning skills and community practices of racial equity, restorative justice, and trauma-informed care.
- Knowledge of youth development and leadership, clinical care, and organizational change programming.
- Demonstrated ability to build relationships and partnerships both internally and externally.
- Experience leading organizational transformation projects and program development.
- Demonstrated experience managing department budget and expenses.
- Excellent project management and strong analytical skills, with the ability to prioritize key objectives and tactics necessary to achieve organizational goals.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Strong written and verbal communication skills.
- Passion, humility, integrity, honesty, proactive approach, mission-driven, and self-directed.
- Minimum BS/BA degree with graduate degree preferred.



TO APPLY:

To submit a resume and cover letter, please email our Executive Director, Charmane Higgins, at chiggins@trinityconnects.org.

TBC is an equal opportunity employer and is committed to building a culturally diverse team and strongly encourages applications from a wide range of backgrounds, especially people of color.