



TITLE: Chief Program Officer  
PROGRAM: Trinity Boston Foundation  
STATUS: Exempt Employee  
REPORTS TO: Executive Director

### **ORGANIZATION DESCRIPTION:**

Trinity Boston Foundation's mission is to unlock opportunity and change the odds for the youth of Boston. We do this by co-creating safe and supportive communities where Boston's youth of color can thrive. We work at the individual and systemic levels to 1) provide direct services to youth of color who are affected by systemic racism and poverty, and 2) effect cultural changes in the systems and organizations impacting youth to prevent continued trauma and undo systemic racism. Our programs build consistent, authentic, and supportive communities and help youth develop the skills they need to set and achieve goals and to grow as leaders. TBF uses three Essential Community Practices as the foundation of our work: 1) trauma-informed care, 2) restorative justice practices, and 3) racial equity awareness and learning.

Born out of the strong social justice work of Trinity Church, TBF is a separate public charity. Our programs honor and respect individuals of all faith traditions, including those with no faith tradition. To learn more, please visit our website: <http://www.trinityinspires.org/>.

### **POSITION DESCRIPTION**

This is an extraordinary opportunity to grow and further develop proven programs that have already made significant impact. The Chief Program Officer (CPO) is a dynamic, relational and entrepreneurial individual who is passionate about changing lives and outcomes of youth of color. As a senior leader, the CPO is responsible for the oversight and development of the organization's program portfolio, ensuring that it aligns with and delivers on the vision and mission of the organization. The CPO partners with the ED and COO to define and execute the strategic vision and the plan for long-term growth. Additionally, the CPO shares 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. The CPO reports directly to the ED.

### **RESPONSIBILITIES**

#### **Program Management/Quality:**

- Provide effective and inspiring leadership by developing a broad and deep knowledge of our work and by directly overseeing the management of all of our program staff (15).
- Ensure all programs are meeting clear goals; delivering consistent, high-quality services and products; and have identified metrics that are tracked and ready for reporting.

- With program directors (PDs), prepare and submit annual program budgets, manage effectively within this budget, and report accurately on progress and challenges.
- Identify opportunities to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
- Lead, coach, develop, and retain PDs. Balance workload and provide regular feedback so that staff can continuously improve supervision and mentoring skills.

#### **Program Growth/Strategy:**

- Provide programmatic leadership and input for the strategic plan. Coach PDs as they implement the strategic plan and transition program operations. Track and report on the progress of the strategic plan implementation.
- Work with PDs to design and implement strategies and procedures for program-level effectiveness and growth. Ensure programmatic best practices are effectively captured into products and systems that ensure organizational sustainability and growth.

#### **External Relationship Development:**

- Publicly represent TBF with the media and external constituencies including community, governmental, and private organizations, and build excitement for our mission.
- Steward existing relationships with funders to secure and expand recurring revenue streams.

#### **QUALIFICATIONS**

- 7-10+ years of professional experience and 5+ years of senior leadership experience.
- Strong general manager, with experience supervising seasoned staff and leveraging strengths across multiple programs; experience with human service programs is a plus.
- Demonstrated ability to build relationships and partnerships both internally and externally.
- Experience working to dismantle systemic racism and its impact on communities of color.
- Excellent project management skills, strong analytical skills and decisive decision making, with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.
- Ability to point to specific examples of having led organizational transformation projects and program development.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Strong written and verbal communication skills; a persuasive, passionate communicator.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management.
- Passion, humility, integrity, positive attitude, 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 Chief Operating Officer, Anne Hayes, at [ahayes@trinityinspires.org](mailto:ahayes@trinityinspires.org).

TBF 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.