



Girls Incorporated® of Orange County  
Job Position Description

**POSITION INFORMATION**

**Position Title:**

Chief Program Officer

**Supervisor:**

Chief Executive Officer

**Full or Part-time:**

Full-time Exempt

**Supervises:**

Program Director  
Project Manager

**Purpose of Position:**

Girls Inc. of Orange County has an exciting opportunity for a Chief Program Officer (CPO), who will play a pivotal role in our organization. The CPO will be a thought leader, role model, and spokesperson, both inside and outside Girls Inc. Further, the CPO will provide executive-level leadership, build strong partnerships with school districts and other community organizations, and serve as a visible and effective leader and advocate for Girls Inc. programs.

The Chief Program Officer reports to the CEO and will join the existing management team and the senior leadership team, which, together, are responsible for the strategic direction and overall management of the organization.

The CPO will define and implement our program strategy, and manage the program team, including but not limited to managing their program department budget and 2 direct reports. Collectively, the program team engages over 9,000 girls annually with high quality, in-person programming, and via our online programming presence reaches more than 10,000 youth, families, community members, and schools over the course of the year.

**Regular or Temporary:**

Regular

**PRIMARY RESPONSIBILITIES**

- Establish a strategic vision and guiding program philosophy, identify, and develop new programs and carefully monitor the progress towards those efforts.
- Track program Key Performance Indicators of the strategic plan, presenting progress to CEO and board members across the year.
- Define and implement program strategy, model, delivery, and evaluation, in coordination with the CEO. Ensure integration and alignment with organization's theory of change
- Engage partner organizations (school districts, schools, colleges/universities, community organizations, businesses) to assess community needs, and to strengthen and leverage Girls Inc. programs
- Provide oversight on grant reporting and the production of infographics and impact reports for funders, school district partners, and charter schools
- Inspire and manage team of 22+ staff who work at various locations throughout Orange County to address community needs, deliver high-quality programming, and achieve organizational impact
- Collaborate with Chief Development Officer to inform and design fundraising strategies to realize program investment goals, contributed by individual investors, government agencies, and corporate foundations
- Serve as a visible, inspiring, and effective advocate and spokesperson for Girls Inc. programs in coordination with the CEO
- Collaborate with the CEO and executive team and Board of Directors to ensure effective coordination,



business planning and internal processes and systems

Manage a program department budget and allocate financial and people resources to achieve goals

## QUALIFICATIONS

Girls Inc.'s CPO will be:

- Passionate about our mission and values
- An entrepreneurial and results-oriented leader
- An excellent manager, committed to coaching and developing staff, and aligning them around common goals
- Excited about the challenge of building on the agency's 70-year legacy and defining its future impact
- Confident, committed, and comfortable engaging with everyone from the girls we serve to executives to community leaders
- An engaging and compelling public speaker
- Open to learning from peers, direct reports, and program participants

Previous Experience:

- Senior level experience driving program growth, evaluating outcomes and impact, and leveraging data to inform decisions
- 10 years of program design, development, and management for a culturally and racially diverse population
- Experience in education, youth development, and/or community engagement, with knowledge of equity issues
- Demonstrated track record of leading large, high-performing teams
- Experience partnering with Development team to develop effective fundraising strategies linked to program priorities
- Demonstrated ability to build strong partnerships internally at all levels and with diverse external stakeholders
- Experience in Orange County preferred

Skills:

- Ability to think strategically
- Ability to successfully manage large teams
- Excellent relationship builder
- Superb analytical thinking, data analysis, interpretation and application, and decision-making abilities
- Strong program design, development, management, and evaluation skills
- Outstanding oral and written communication skills
- Knowledge of and experience in trauma informed care approach
- Commitment to the values of diversity, inclusiveness, and empowerment
- Ability to engage deeply with our staff, Board, partners, and communities



**Work Environment:**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The position may require:

- Sitting or standing for up to 4 hours at a time.
- Lifting up to 25lbs.
- Must have reliable transportation to get to and from work.
- Must clear a background check
- Occasionally requires evening and weekend work at Girls Inc. functions.

**Compensation and Benefits**

- Salary range: \$130,000-\$135,000, salary commensurate with qualifications and experience.
- Medical insurance (after 60 days), employer covers 85%
- Dental and Vision insurance covered by employer at 100% cost
- Retirement Plan (eligible after 90 days), employer matches up to 3%
- Paid holidays, vacation time, sick time, and birthday holiday

To apply: Please send resume and cover letter to [humanresources@girlsinc-oc.org](mailto:humanresources@girlsinc-oc.org)

For more information on Girls Inc. of Orange County, please visit our website at: [www.girlsinc-oc.org](http://www.girlsinc-oc.org)