



CHIEF PROGRAM OFFICER

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

The Chief Program Officer (CPO) will lead LA Promise Fund's student, family, health and college access programs, which are executed and delivered on each LA Promise Fund campus and county-wide. The CPO will oversee design, execution, evaluation and program improvement of all wrap around services with the purpose of creating health initiatives, growing community & stakeholder involvement, building student leadership through extracurricular activities, increasing parent engagement that fosters greater student academic success, ensuring increased access to college and promoting career readiness.

The CPO will work with various stakeholders including school administrators, teachers, parents, sponsors and partner agencies to develop exceptional programs that are integrated into the school day/after-school and radically improve the academic, social and health outcomes for thousands of youth. The individual will also serve on LA Promise Fund's Executive Team. The CPO will also work closely with other staff members to ensure strategic alignment between LA Promise Fund's programs and other organizational, school priorities and key performance metrics.

RESPONSIBILITIES AND DUTIES

- In conjunction with LA Promise Fund and school-site partners, define a visionary and far-reaching multi-year strategy with goals and performance metrics for all enrichment programs, with the emphasis on creating maximum impact, diversity, reach, and public value.
- Annually and on an ongoing basis assess all existing strategies and implement most impactful programs in support of mission and strategic plan. Coordinate with the Data & Analytics team on all data generation and reporting.
- Act as spokesperson of the organization and the programs with stakeholders, media, funders, and civic/business leaders, other audiences.
- Collaborate with the Development and Academic teams on education and community activities, and assist with fundraising efforts and fund development and reporting as required.
- Manage program budgets in conjunction with each department lead, ensuring that team members establish department and individual goals aligned to mission and are supported to achieve them.

Family & Community

- Manage the 7 to 7 and Promise Parent team members (4 FTEs and 2 PTE) that work across the five LA Promise affiliated schools
- Establish and cultivate collaborative relationships with leaders in the community, area institutions and politicians, businesses and other organizations, to advance programmatic goals.
- Re-imagine afterschool and enrichment activities in alignment with school resources so as to achieve greatest student achievement and well-being.
- Re-evaluate tracking system and metric development for enrichment and parent activities.

College & Career Readiness

- Manage the Go For College team members (4 FTEs, 3 PTEs) that work in the three LA Promise affiliated high schools.
- Work as part of the LA Promise Fund College Access Team to set annual targets, engage in strategic planning, pursue professional growth and cultivate new College & Career initiatives on a regular basis
- Manage the work of the Go For College team that includes:
 - Support the creation of a college-going culture where the students and school community view college entrance as a goal for all students.

- Ensure a variety of programming and supports that reach all students, or are specific to grade level, small groups, and individuals, including one-on-one counseling.
- Ensure parent-oriented programs that are culturally and linguistically appropriate, tailoring programs to reach all families and students, for instance Dream Act and AB540 programming and African American parent outreach.
- Ensure there is alignment of all college access programs and events.
- Directly lead the Network of School Improvement that works across 12 high schools in South LA with the goal of improving A-G rates.
- Manage the team of 5 team members working to promote greater career readiness and degree completion by promoting connections between the community college and 12 South LA High Schools.

Countywide Programs

Oversight and management of large-scale, far-reaching county wide programs (7 FTE and 11 PTE):

- Year round STEM program focused on girls and young women in public schools
- Federally funded Arts program focusing on media arts professional development for teachers
- Boutique Internship program that runs in the summer time
- Large multi county biotech program that covers over 160 schools and 4 distribution sites

Health Services

- Develop and manage the implementation of high impact health initiatives, which promote access to health services, nutrition and physical activity.
- Develop & execute health programming for all students & Promise families with regards to (but not limited to) prevention, intervention, health services, and insurance enrollment.

The CPO will participate in the LA Promise Fund Executive Team, and other duties as assigned.

CANDIDATE REQUIREMENTS

Education and Experience

- The successful candidate will have a minimum of five years experience in the community, wrap-around services, health, parent engagement or educational sector.
- Experience working with schools in an underserved community required and credentialed school leadership desired.
- Strong organizational, administrative, presentation, verbal and written communication skills.
- Strong project management skills and background.

- Experience in effectively managing others.
- The candidate will have a proven record of developing successful large-scale creative initiatives that incorporate inspired ideas and innovative solutions.
- BA/BS required; Advanced degree preferred.

Knowledge, Skills and Abilities

- Resourceful, creative, able to multitask, prioritize and manage time effectively.
- A strong collaborator, good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan.
- A proven ability to manage and grow a team toward goal and objectives.
- Ability to engage successfully with a broad array of stakeholders such as public agency and non-profit representatives, community leaders, academic researchers, program evaluators, parents, federal, state, and local civic leaders, and funders.
- She/he will be mission-driven and be able to gather others around them in a common vision of success
- Ability to effectively evaluate the impact of organizational programs, develop meaningful metrics and ensure continuous quality improvement of programs.
- Knowledge of Community Schools model as well as adult learning theory
- Entrepreneurial - a self-starter with a high energy level and an action-oriented individual.
- Spanish language skills a plus.

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

E-mail your cover letter and resume to careers@lapromisefund.org.