

IGNITE

IGNITE Chief Program Officer

About IGNITE

IGNITE is a national, non-partisan 501c3 that is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations.

IGNITE Structure

IGNITE has a national office (located in Oakland, CA) that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the President s/he will need to maintain positive, collaborative relationships with program staff in other parts of the country and be comfortable collaborating virtually.

THE POSITION:

IGNITE is seeking a seasoned non-profit leader to lead our national programmatic strategy and growth across the country. The Chief Program Officer (CPO) is responsible for maintaining the IGNITE brand, establishing essential relationships, overseeing programs, managing all program resources and staff, and maintaining relationships with funders and donors. The CPO is a senior leadership position and a part of the Senior Leadership Team - comprised of the President, Chief of Resource Development and Chief Partnership Officer. The CPO provides leadership, supervision, oversight and management of IGNITE's programs and services directly or through a Program Director, Manager, Coordinator or Fellow. The Chief Program Officer reports to the IGNITE President.

Supervisory Responsibility:

Directly: 5 - 8 employees

Indirectly: Up to 50 employees

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RESPONSIBILITIES:

Overall Leadership: The CPO will ensure that IGNITE programs exemplify the IGNITE mission and will contribute to the sustainability of our organization. The CPO will work in partnership with the senior leadership team to develop and implement an inclusive, empowering and goal driven culture to increase positive social impact.

Strategic Management: Work in conjunction with the senior leadership team for the development of the overall organizational strategy and key indicators for success and guide the development of program strategy and indicators.

Essential Responsibilities:

- *Supervision and Coaching of Staff:* Recruit, hire and supervise all program employees indirectly and directly; implement and oversee professional development and/or training for program staff.
- *Program Direction:* facilitate and guide program managers and directors to develop programming and direct national expansion activities. *Program Assessment and improvement:* lead the program evaluation to assess programmatic impact. Look for opportunities to constantly improve and increase program effectiveness and impact.
- *Funding:* work with internal and external stakeholders to assess and pursue funding opportunities.
- *Human Resources and Compliance:* Implement existing human resource policies and procedures including on-boarding, succession planning, and performance management and ensure that all programs meet all regulatory, licensing and national compliance requirements.
- *Project Management and Administration:* manage all national program initiatives.
- *Budget:* work closely with the Development team to manage resources for programming and work with the President to develop programmatic budgets each year.

QUALIFICATIONS:

- Extraordinary flexibility and willingness to adapt to new internal and external conditions
- Entrepreneurial
- Bachelor's degree or equivalent experience in public policy, political science, nonprofit management, education or related field, master's degree preferred
- Significant and proven experience in coaching and managing staff nationally and remotely
- Significant and proven nonprofit leadership experience, 8+ years preferred
- Prior experience (3 – 5 years expected) working with a board of directors or advisory council, preferably nonprofit
- An affinity for working with a culturally and politically diverse community

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- Excellent organizational development, interpersonal, marketing, communication, administration and personnel management skills essential
- Effective decision making and relationship building skills
- Excellent verbal and written communication skills, including public speaking and grant writing
- Success at fund development, including knowledge of and success in attracting foundation and corporate grants; ability to identify, steward and solicit individual donors a plus

Salary Range: \$105,000 – \$150,000 base with health benefits and generous time off package.

How to Apply: Submit your Letter of Intent and Resume to Sara Guillermo at sara@ignitenational.org by January 3, 2021