Chief Programs Officer

Role Description

Program Planning, Partnerships, Thought Leadership Opportunities, and Strengthening Enterprise Design

This position takes a lead role in managing program planning, oversight, oversee social venture innovation, identifying new program opportunities, and designing appropriate finance, and legal and capital structures for DfG country offices. This position currently also entails the objectives of the Director of Social Entrepreneurship taking ownership of the development of ongoing improvement of enterprise methods, tools, measurement, and eventual expansion of Enterprises throughout Africa, Latin America, Middle East, and Asia. Direct reports include the Global Enterprise Manager, Global Education and Chapters Director, and the Global Advocacy Director. Working with the Global Enterprise Manager to liaise with Country Directors: Ghana Country Director, Uganda Country Director, Guatemala Country Director, and Nepal Country Director.

Operations

- Work with the DfG Leadership Team to expand the strategic plan and guiding philosophy that will inform short- and long-term goals of DfG programming, including the development of the DfG Theory of Change.
- Ensure smooth functioning and continuous quality improvement of all programs, archive, and content related functions in the Programs Department.
- Strengthen partnerships between affiliate organizations, business partners, global leaders, and funders.
- Mentor and collaborate with Office Directors, program managers, and other team members as appropriate.
- Manage DfG programming while providing guidance to further develop and implement those programs.
- Ensure successful execution of strategic plan goals and annual implementation plan goals related to programs; play a key role in leading planning activities on behalf of the Programs Department and DfG.
- Oversee the planning, design, and budgeting of new and existing Enterprise programs to achieve DfG goals.
● Collaborate closely with the CEO, Chief Development Officer, and Chief Financial Officer, and Global Chapter Director in the development of program designs, objectives, and budgets to support funding proposals.
● Contribute to grants management with Global Enterprise Director, manage overview budgets of various programs, and ensure compliance with relevant regulations.

**Partnerships, and Continuous Improvement**

● Works with senior leadership and key strategic partners to promote the growth and demand of DfG programs and products.
● Ensure accurate and timely reporting on programmatic and content-related activities for the CEO, internal stakeholders, and external funders.
● Support Programs Department collaboration with the Global Enterprise Programs Director, Chapter and Teams Director, and Director of Impact, ensuring regular collection, synthesis, and evaluation of data to assess and continuously improve the impact of DfG programs.
● Ensure systems are in place to support efficient and effective use of Programs Department resources; regularly monitor Programs Department budgets and expenditures.
● Perform administrative duties as required, such as approving invoices, expense reports, and director-level employee work hours and leave requests.

**Fiscal responsibility**

● Work with the Finance team to strengthen tools, develop budgets, find ways to control costs, provide program forecasts, and ensure that internal accounting procedures are followed.

**Programs Operations**

● Oversee DfG legal registration for in-country programs as appropriate.
● Works with Global Advocacy Director to advance global alliances, partnerships, policy, and thought leadership.
● Works with Global Education & Chapters Director to advance curriculum, working with the CEO and GAD, and keep Chapters and Clubs strong and in union with our full mission and objectives.

**Leadership, Staff Development, and Recruitment**

● Serve on the DfG Leadership Team as a key organizational leader and representative internally and externally; collaborate throughout the organization to promote close and productive interdepartmental relationships and communication.
● Actively promote DfG values and practices related to diversity, accessibility, social justice, and cultural humility within and outside of the organization; ensure DfG programs and related content rigorously reflect these values.
● Support the professional and managerial development of Programs Department director-level roles, and ensure training and professional development opportunities are made available to all Programs Department staff as needed.
● Collaborate closely with Human Resources to manage performance improvement and employee relations issues with a high degree of expertise, tact, and sensitivity
● Oversee all hiring activities of the Programs Department and support organizational best practices in recruiting diverse, highly qualified candidates that reflect the communities in which DfG serves

**Increase markets/demand**
● Develop business plans for growth of Enterprises and DfG Offices
● Collaborate with Chief Operations Officer on supply chain development & oversight
● Assessment of international markets, and processing capabilities to expand DfG markets including assisting in stewarding the development of any new social businesses or programs.

**Ensure excellence**
● Strengthen DfG operational processes to build highly efficient and effective Enterprises throughout the world.
● Provide and support leadership in the field to ensure effective performance management. This will include liaising with team members and local leaders to assess program effectiveness and develop improvements that will result in more efficient achievements of the desired impact.
● Support Global Education Director with Enterprise Program curriculum revisions & change management cycles, quality control measures, and optimizing of operations and communications.
● Work with Global Chapters Director to ensure quality systems, interaction, support, and global cohesiveness.

**Measures that make a difference**
● Work with field staff on Enterprise performance, processes, and systems to make sure we have high impact and cost-effective programs.
● Collaborate with Impact Director to ensure that quality data is possible and that appropriate tools are created for diverse impact measurement opportunities

**Help us scale**
● Research best practices for Social Entrepreneurship
● Develop and implement tools, policies, and expanded marketing initiatives take the Enterprises Program to scale
● Lead business model generation and forecasts

**HOW TO APPLY:** Please send your cover letter and resume to hiring@daysforgirls.org.

*Position open until filled.*

*Updated May 28, 2020*