



Chief Program Officer (CPO) – Job Description

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and builds better communities.
Position Summary: The Chief Program Officer (CPO) is a senior management position. The Chief Program Officer provides transformational leadership, supervision, oversight, and management of the Adult Education Center’s programs and services as well as works closely with the Board of Directors and Chief Advancement Officer, Education Coordinator, and accounting contractors. The CPO is also responsible to ensure that all program and services are aligned with the strategic direction of AEC and in compliance with the standards and requirements specified by various funding entities.
Position Type: Full-time
Reports to: Board of Directors Chair
Supervises: Education Coordinator, Program and Testing Lead, Office and Data Lead, Accounting Contractors, IT vendor, and AmeriCorps and Vista Members.
Works With: AEC Board of Directors staff, contractors (i.e., accounting, grant writing, etc.), volunteers, interns, adult learners, and partners.
Budget Administered: Up to \$700,000 at present

Primary Responsibilities

Leadership

- Must demonstrate commitment to AEC’s mission, vision, and sustainability including working with board of directors, members of the senior team, and representation of the organization. Work with other members of the senior team to create and practice a team and unified perspective. Work with board of directors and team members to maintain an organizational culture that is results-oriented, supportive, and promote life-long learning to increase positive social impact.

Management

- Responsible for leading the organizational strategy for programs and outcomes for success aligned with AEC’s strategic plan and framework.
- Coach program staff to optimize their performance and potential while guiding development of program strategy and implementation designed to assist the adult learners we serve thrive.
- Supervise and conduct annual evaluations of program team members and accounting contractors.

Essential Responsibilities

- Board Relations: Work with the Chief Advancement Officer to establish board meeting schedule and meeting materials specific to Programs, Finance, and Human Resources. Provide a CPO report and organizational financials monthly to the Board of Directors.



- Program Direction: Facilitate and guide program staff and leaders in effective leadership of program based on AEC’s mission and priorities.
- Program Evaluation and Improvement: Create a Board Program and Strategic Planning Committee to assess community needs and program effectiveness. Explore opportunities to grow program’s reach and impact. Conduct a Program Viability Review annually with support from a contractor or consultant.
- Funding: Work with the Chief Advancement Officer to maintain healthy and long-term working relationships with funders. Work with the Board of Director, Chief Advancement Officer, and stakeholders to assess and pursue funding opportunities.
- Human Resources: Responsible for hiring, terminating, and coaching program team members, contractors, interns, and volunteers.
- Project Management and Administration: Establish annual program goals, dashboard, and work with program team and leadership to provide structure and support for program management. Provide oversight to Education Coordinator, Program and Testing Lead, AmeriCorps, and VISTA members to track effectiveness of adult learner intake, referrals, and progress through AEC’s programs and services.
- Finance Budget Supervision: Responsible for the oversight and development and monitoring of the annual operating budget including revenue and expenses with the support of the Board Treasurer and Finance Committee. Charged with updating Cost Allocation Plan and Accounting Procedures with the support and guidance from accounting contractors and Finance Committee. Work with the Board Chair and Chief Advancement Officer to staff and recruit members for the Finance Committee. Lead process to procure CPA to complete 990 and independent audit annually.
- Compliance: Ensure compliance with all regulatory and funding requirements. This encompass having ongoing communication and effective reporting with external agencies and partners.
- Facilities: Responsible for the maintenance of the facilities and compliance of EEO and ADA compliance. Work in tandem with Chief Advancement Officer for capital and service projects for building improvements via volunteerism and securing partners.

Culture of Philanthropy

- At AEC, we expect each person in the organization to serve as an ambassador by promoting the organization’s mission and giving to the agency. The CPO is an ambassador for the organization through their cultivation efforts in the community working with community leaders, other organizations, and supporters.

Success Metrics

- Each program has contributed to the overall sustainability of AEC.
- Each program is responsible to work in tandem with the Chief Program Officer, Chief Advancement Officer, accounting, and grant writing contractors when necessary to secure adequate funding to cover all program expenses.



- The development of annual program targets and outcomes.
- The achievement of annual program targets and outcomes specified in grants and contracts to meet at minimum 70%.
- The cultivation of 4-6 partnerships to advance satellite model, expand service reach, and pursue earned revenue opportunities to offset program costs.
- The development and maintenance of organizational policies, procedures, and processes for program, finance, and human resources.
- Professional development of program staff and the CPO.

AEC's Culture

1. We commit to the organization's mission, vision, and values.
2. We commit to excellence in all we do.
3. We commit to quality assurance and improvement.
4. We commit to outcomes and measured results.
5. We commit to innovation and what is possible.

Qualifications

- Bachelor's Degree in business, nonprofit administration, or program related field.
- 5-7 years of experience in business or nonprofit administration or equivalent.
- Strong management, administrative, organizational, interpersonal, verbal communication, writing, and presentation skills are required.
- Must have proven and exemplary leadership skills
- Proficient in Word, Excel, and PowerPoint.
- Proficient in QuickBooks or equivalent.
- Excellent verbal and written communication skills.
- Valid Driver's license and proof of insurance.

Competencies

- Highly effective and transformation leadership. Demonstrates respect for others.
- An innovative spirit, ability to create or seize opportunities to improve service effectiveness.
- Understands and values quality improvement. Applies managerial and technical skills to measure and improve efficiency.
- Adaptable and reliable in face of conflict, crisis, or changing priorities.
- Able to lead a team in managing multiple tasks and creating a work environment recognized for high level of organization, timeliness, cost-effectiveness, accuracy, and results.
- A demonstrated commitment to diversity and inclusion.
- Literate in business and understands financial reports, applies data to assess business effectiveness and efficiency, and acts in a fiscally responsible manner.
- Politically astute and tactful.



- Ability to thrive in a flexible, fast-paced, and growth-oriented environment while maintaining a positive solution-focused approach.

Working Environment

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

Physical Demands

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to find, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Travel

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

Equal Opportunity & Diversity Statement

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.

If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

(281) 485-1000, ext. 208.

Reasonable Accommodation & Modifications Notice

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at reasonableaccommodations@adulthoodeducationcentertexas.org.



Signatures: I have read and understand the job description. I agree to comply with the terms and responsibilities.

Employee	Date	Authorized Signature	Date
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