



# YOUTH LEADERSHIP INSTITUTE

## Use Your Voice

### Chief Program Officer Job Opening Announcement

**Youth Leadership Institute (yli)** builds communities where young people and their adult allies come together to create positive community change that promotes social justice and racial equity. With community-based programs in Fresno, San Francisco, Marin, San Mateo, Merced, Long Beach and the Eastern Coachella Valley, yli is committed to engaging and developing young people of color, low-income youth, and other marginalized youth as advocates and agents of social change.

#### yli CORE VALUES

- **Inclusion:** Young people are profoundly impacted by policies affecting their communities. yli brings youth to the table and works to institutionalize youth voice in the decision-making process.
- **Innovation:** Youth can often see a way forward where adults cannot. yli encourages youth to identify and implement their own solutions to the issues their communities face.
- **Social Justice:** Throughout history, young people have ignited and led social justice movements to create a better world for everyone. yli helps them to focus their attention on the root causes of injustice, and sharpen the skills they need to tackle them.
- **Community:** Nobody can do it alone! Through relationship and coalition-building, yli feeds the connective tissue within our communities to power our movements with the brilliance, resourcefulness, and wisdom of our partners.

#### JOB SUMMARY

This Chief Program Officer (CPO) is a new role at yli. This is an executive leadership role that will partner with the Chief Executive Officer (CEO) in supporting the organization's programmatic strategies, delivery, and outcomes internally and externally. This leader is responsible for establishing a strategic vision and guiding philosophy that will inform short- and long-term goals of programming, drive new programs and carefully monitor the progress toward those goals. They will manage program implementation and funding, provide leadership to Program Directors, Program Managers, Program Coordinators, and other staff, solicit feedback, and analyze the effectiveness of programs.

The CPO will directly oversee the Bay Area, Central Valley, and Southern California Directors, and Program Managers as needed to ensure program success, professional development of leaders, and growing programmatic partnerships. The CPO will be a strong partner to the CEO, Chief Financial Officer (CFO), and the Chief Development & Communications Officer (CDCO) to create a constantly improving workforce and evolving workplace.

#### THE ROLE: KEY DUTIES & RESPONSIBILITIES

##### Programs & Outcomes: (50%)

*Drive the success and continuous learning of our programs across the state, in partnership with the CEO:*

- Partner with Directors to develop yli's annual Statewide Programmatic Strategic Plan, which builds local programs while creating a vision for state-level impact on social justice issues, policies and movements.

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- Develop policies and procedures aligning program delivery with yli's mission and with the requirements of government contracts, grants, and foundations. Support Program Directors through implementation.
- Create new and strengthen existing partnerships and coalitions with values-aligned community and state-level leaders and organizations to further programmatic goals.
- Review best practices of other state and national providers to improve systems such as documentation and data collection.
- Streamline regional and local evaluation processes to ensure they meet organizational goals and grant deliverables.
- Build reporting practices that best capture outcomes and areas of growth for programs and meet contract requirements, and partner with the CDCO in communicating program impact locally, regionally, and statewide.
- Keep current with, and report to the CEO, any potential negative/positive effects legislative proposals may have on organizational programming or funding, identify and collaborate with values-aligned organizations and coalitions, and build local and cross-regional programmatic strategies to advocate accordingly.
- Partner with our Director of Training & Consulting Services to connect programmatic strategies and our external training and consulting strategies.

### **Management and Coaching: (35%)**

*Serve as a member of the Executive Team, partnering closely with the CEO, CFO, CDCO to achieve organizational goals, outcomes, strategies, and drive team culture:*

- Support Directors to effectively implement internal procedures, practices, and policies, and handle employee-related issues.
- Strengthen recruitment, retention and advancement of program staff (including youth-to-staff pipeline) with an anti-racist approach.
- Design and implement an onboarding plan for new program hires, including curriculum design and delivery, facilitation, Justice Platforms, budgets, and contract management
- Identify professional development and ongoing training opportunities for staff (individually and in cross-regional cohorts) and support them in applying their learnings to their work.
- Effectively manage and develop direct reports, cultivating a collaborative, leaderful, and inclusive team culture where diverse backgrounds and perspectives are respected and valued.
- Support Program Directors in the management of program budgets to ensure appropriate allocation of program funding.

### **Organizational Leadership (15%)**

*Contribute to yli's organizational mission and goals:*

- Disrupt Racial Inequities: Demonstrate the courage and skill to respectfully interrupt conversations, behaviors and systems that exhibit unconscious, implicit or explicit bias.
- As an executive leader in the organization, actively champion our commitment to anti-racism through ongoing inquiry, implementation of systems and structures to advance equity, and contribute demonstrated results towards our vision for DEI while holding others accountable to doing the same.

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- Actively participate in yli committees, meetings and activities, including organizational anti-racism work.
- Promote yli's organizational mission and goals, and represent the organization at community activities to enhance the organization's community profile.
- Participate as a team member in yli-wide events, staff meetings, Leadership Team Meetings and other yli activities.
- Manage all program staff for team success, including executing all programmatic deliverables, strategies, and campaigns and producing reports for C-Suite and Board.
- Track trends and stay current on the state of youth development, programmatic strategies and outcomes, and continuous program improvement.

### REQUIRED EDUCATION AND EXPERIENCE

- Graduate degree in business, non-profit management, or related field and/or 10+ years leading youth development professionals within a nonprofit organization.
- Have an entrepreneurial mind-set and a strong sense of curiosity to question the status quo and bring about positive change.
- Demonstrated strong leadership and interpersonal skills.
- Ability to drive innovation and creativity in thinking.
- Demonstrated success in developing long-lasting relationships with funders, donors, peer organizations, and the media.
- Experience utilizing technology to further the programmatic goals of an organization.
- Demonstrated success in leading programmatic vision, strategies, and outcomes.
- Demonstrated ability to lead teams with diverse backgrounds, cultures, identities and abilities.
- Demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

### DESIRED SKILLS AND QUALITIES

- Commitment to yli's mission and social justice, and a passion for youth development.
- Understanding of the key issue areas our youth are working on, and alignment with our positions on those issues (see [Justice Platforms](#)).
- Impeccable ability to maintain confidentiality.
- Proven track record of navigating complex issues, managing multiple stakeholders, making decisions, and driving strong results.
- Models accountability, excellence, and organizational values.
- Has keen and exceptional ability to synthesize complexity; make informed decisions in ambiguous, uncertain situations; develop strategic alternatives and identify associated rewards, risks, and actions in order to lower risks.
- Excellent people skills, with an ability to coach a dynamic and effective team of unicorns on getting to the next level. Sensitive to a strong organizational culture.
- Organizational development, personnel management, budget and resource development, and strategic planning as well as demonstrated success developing and monitoring systems to manage both operations and programmatic work that involve high levels of collaboration.
- Personal qualities of integrity, credibility and a commitment to the mission which allows for a true

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partnership with the CEO.

- Flexible and able to multitask; can work within an ambiguous fast-moving environment, while also being a force that drives toward clarity and solutions.
- Capacity to communicate effectively via email, phone, and video call.
- Familiarity with google suite (gmail, gdrive, gcal), and/or the capacity to quickly come up to speed with those systems and others used by the team.

### COMPENSATION AND BENEFITS

This is a full-time exempt position reporting to the Chief Executive Officer. Work is temporarily remote, but post-COVID work will be based at one of our California offices. yli salaries are adjusted by geographic cost of labor, so compensation would be determined by office location, in addition to a candidate's overall experience and qualifications. The salary range for this role: \$135,251.00 - \$154,909.00

We offer a generous benefits package, including full medical, dental and vision coverage (dependent premiums 50% paid by yli), optional health, commuter and dependent care flexible spending accounts, flexible work schedules, and 403(b) plan with 4% match after one year of service.

**JOIN OUR TEAM!** To apply, email a cover letter, resume, and writing sample with the subject line **Chief Program Officer** to: [jobs@yli.org](mailto:jobs@yli.org).

Inclusion sits at the center of yli's programs. yli is an equal opportunity employer and does not discriminate against its employees or applicants based on race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, HIV/AIDS status and/or any other protected basis. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. People of color, LGBT persons, and people with disabilities are encouraged to apply.

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