



Job Title: Chief Program Officer
FLSA Status: Full Time, Exempt
Reports to: Chief Executive Officer
Salary Range: \$80,000 to \$95,000 FTE Equivalent

Denver's Early Childhood Council

Mission- Denver's Early Childhood Council elevates the early childhood field through innovative and inclusive leadership, services, and solutions.

Vision- Denver is a community where the diverse needs of all young children and their families are supported.

Please visit us at www.DenverEarlyChildhood.org to learn more about our work. Our team culture and shared values are centered on being supportive, adaptable, and providing opportunities for professional growth both internally and for the early childhood professionals we serve.

Job Summary

The Chief Program Officer has strategic and operational responsibility for all program areas, which include Quality Initiatives, Career Pathways/Professional Practices, and Data Initiatives, and development/marketing activities. Program development, implementation and evaluation, fundraising, budget design, knowledge management, and external relationship management are key aspects of this role.

The Chief Program Officer will be thoroughly committed to the strategy and mission of Denver's Early Childhood Council. All candidates should have demonstrated leadership, coaching, and relationship management experience in addition to success in developing and managing funder relationships.

Knowledge, Skills, and Abilities

Required:

- **Program Leadership and Management:** This individual will have demonstrated experience in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-driven program and staff. She or he will have developed and operationalized strategies that have taken a program or organization to the next stage of growth.
- **Exceptional Communication and Influencing Skills:** As a voice/advocate for Denver's Early Childhood Council, the Chief Program Officer will have strong written and verbal communication skills. She or he will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal as well as external partners and other organizations, providing exposure for program impact in a variety of settings and communication modalities. This includes presenting to Board and other governance members for Denver's Early Childhood Council and other entities.
- **Team Building and Development:** The successful candidate will have recruited, managed, and developed a strong team of staff and program/project managers professionals. This individual will help set the tone for a supportive internal culture and serves as both a mentor and motivator for the team.
- Unwavering commitment to quality programs and excellence in organizational project management with the ability to achieve strategic objectives, and manage a budget



- Strong demonstrated fundraising experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, foundations, corporate sponsors, and practitioner groups
- Understanding of national and local trends, best practice, research, and resources related to early childhood programs and services
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for the mission of Denver's Early Childhood Council and a commitment to working collaboratively with a management team of senior professionals
- Ability to work effectively with minimal supervision while managing multiple priorities and working in a deadline-driven environment
- Exceptional interpersonal skills; ability to collaborate and effectively interact with internal and external stakeholders and diverse groups of people to build partnerships around common interests and goals.
- Strong work ethic, analytical skills, and basic business intuition
- Self-starter and flexible, with an ability to maneuver effectively in the face of uncertainty
- Proficient computer skills in Microsoft Office and database management systems
- Bachelor's degree in a related or similar field of study, with at least 8 years of leadership experience

Preferred:

- Master's degree in a related or similar field of study
- Completion of training and professional development focused on diversity, equity and inclusionary practices within nonprofit organizations and programs
- Experience and familiarity using donor database tracking systems (such as Raiser's Edge or EveryAction) and relational databases (such as SugarCRM or Salesforce)
- Comprehensive and deep understanding of early childhood systems, funders, policies, and programs in Denver and across Colorado

Duties & Job Functions

The position will be a part of the senior management team that drives the overall strategy for the organization and represents Denver's Early Childhood Council on a local, regional, statewide and national basis. With a program budget of over \$4 million, the Chief Program Officer will develop a deep knowledge of each project, program operations, and business plan, and will focus on the following three areas: program operations leadership and management, developing and maintaining relationships with external contractual/funding partners, and creating strong internal knowledge and cross-functional teams.

- Oversee the implementation of the operating framework as established in the organization Strategic Plan.
- Serve as the leadership team liaison for the Oversight Council governing body and share program updates and reports with governance bodies as needed
- Ensure ongoing programmatic excellence, performance monitoring, and reporting.
- Demonstrate consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve the program goals.
- Attract, develop, coach, and retain high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Work with staff to develop systems to ensure consistent, high-quality project management.



- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.
- Expand revenue generating and fundraising activities to support existing programs and the growth/sustainability of Denver's Early Childhood Council; cultivate existing relationships and develop new funder relationships.
- Manage relationships with strategic partner organizations, funders and contractors.
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge generated by the programs.
- Ensure that key project outcomes and/or policy, advocacy, and legislation are evaluated and leveraged for maximum community and organizational impact.
- Work collaboratively with the senior management team to integrate cross program activities and functions.
- Participate in and inform community advisory boards, committees or other working group meetings with local and statewide partners as deemed appropriate
- Oversee the successful planning and execution of large events hosted by Denver's Early Childhood Council, including the Rocky Mountain Early Childhood Conference
- Act as the special reviewer and approver for quality initiatives capital improvement investments and purchases exceeding \$2,500

Compensation

The Council strives to provide competitive compensation including employer-paid health, dental, life, and disability insurance for its employees. Salary is dependent on experience and based on industry standards. As a nonprofit, each Council staff position is dependent on available grant funding.

Licensure/Qualifying Standards

Current, valid Colorado driver's license.

Physical/Environmental Characteristics

Essential duties are routinely performed in a general office environment.

Application Process

Qualified candidates should submit resume, cover letter, and three references to resumes@denverearlychildhood.org.

Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions are based on job-related factors. All qualified candidates are encouraged to apply.