Chief Program Officer Search

About Arkansas Community Foundation

For nearly 50 years, Arkansas Community Foundation has engaged people, connected resources, and inspired solutions to build strong communities in our great state. As the state’s largest grantmaker in the number of grants made, the Foundation uses all its capital – social, moral, intellectual, reputational, and financial - to leverage its network of community leaders and philanthropists to create places where our kids want to raise their kids.

The Foundation works in all 75 counties primarily through a network of 29 local offices with local board leadership. With assets of more than $600 million, the Foundation makes nearly 4000 grants a year mainly through donor-engaged grantmaking. The Community Foundation deploys its assets – financial and otherwise – through what it calls the Aspire Framework based on data and indicators. Currently, its initiatives include early childhood health and education and food security.

The Community Foundation is guided by these core values:

We are LOCAL. We support local decisions to meet local challenges.

We are INCLUSIVE. We seek broad community involvement and all points of view.

We are STEWARDS. We take seriously the public’s trust.

We are STRATEGIC. We strive to achieve positive long-term results.

In addition, our work culture emphasizes these key tenets:

**Relationships** are our priority:
  - We have respect, empathy, and appreciation for each other, nonprofit partners, donors, and other constituencies.

**Stewardship** is our duty:
  - We are mindful that the assets we deploy are not “ours,” and we strive to be responsive to donors and nonprofits who have entrusted us to do good for our communities.

**Joy** is our intention:
  - We are grateful, flexible, and have fun doing the work we do.
The Position: Chief Program Officer (CPO)

The Chief Program Officer (CPO) is a key member of the leadership team working closely with the CEO, Chief Financial Officer, Chief Development Officer, and Chief Communications Officer to articulate and carry out the strategic work of the Community Foundation. The CPO is a seasoned supervisor and coach. The ideal candidate is an experienced project manager and is looking for an opportunity to guide community-based work in a fast-paced and growing organization. The position is responsible for the Foundation’s positive impact. Priorities of the position include

- Affiliate system – engaging the statewide network of local offices with nearly 400 local leaders in taking the work of the Community Foundation local.
- Grantmaking – working to increase the impact of the Foundation’s mostly donor-engaged grantmaking.
- Community leadership – using data to make more informed decisions, the Foundation engages all forms of capital to build stronger communities.
- Impact Investing – leveraging a portion of invested assets for a social return as well as a financial return.
- Partnerships and collaboratives – working with people and organizations to identify and engage in roles to meet the Foundation’s mission.

Experience and Qualifications Needed

- Demonstrated cultural competence as it relates to community-based work
- Excellent written, verbal communication and interpersonal skills
- Knowledge of Arkansas and/or rural community development work
- Collaborative leadership style and supervisory experience required
- An entrepreneurial and inquisitive mindset
- Ability to influence positive change and to collaborate creatively with diverse stakeholders

Salary Range - Salary range is $90,000 to $125,000 based on experience and demonstrated success.

To Apply - Please email a cover letter and resume to arcf@arcf.org with “Chief Program Officer” in the subject line by July 20th. The cover letter should address these questions:

- How many years of experience do you have in leading a team and supervising people?
- Why do you want to work at Arkansas Community Foundation?
Job Title: Chief Program Officer
Employed By: President/CEO
Responsible To: President/CEO
Status: Regular Exempt Employee

Purpose Of Position: This position is responsible for creating and implementing strategies for achieving the Foundation’s vision of a vital community at both the local and state levels and to serve as a convener and a catalyst on issues important to our state and its communities. This position is responsible for the affiliate system and its impact. This position is a member of the leadership team and will work with the President and CEO to provide overall strategy and management of the Foundation.

Principal Responsibilities:

Community Investment:

- Create and implement the programmatic initiatives for the Foundation including grantmaking, community leadership, the affiliate network, and indicator data.
- Develop and manage the Foundation’s efforts to increase its role as community leader, strategic philanthropic investor and valued partner throughout the state by developing, and participating in local, regional, statewide and national partnerships and collaborations that strengthen communities.
- Oversee Foundation’s grantmaking programs.
- Develop and manage the internal systems and efficiencies to support grantmaking, community leadership work, and evaluating impact.
- Develop and implement strategies for increasing impact of the statewide network.
- Guide, train and assist the affiliate offices in developing and implementing local community initiatives.
- Provide community leadership by making public presentations and participating in community councils, advisory committees, and other civic and community events as appropriate.
• Help create approaches to educate donors on critical issues and needs; advise donors on community issues and effective strategies to achieve their charitable objectives.
• Build and maintain the Foundation’s creditability and visibility with all constituencies.
• Working with the Chief Financial Officer, develop the strategy and plan for building the Foundation as an impact investor through strategic philanthropic investments.
• Monitor national trends related to philanthropy and the topics of programmatic initiatives.
• Serve as key staff member for the Board of Directors’ Community Investment Committee.

Management & Leadership:

• Manage all administrative aspects of community investment team including staff recruitment, personnel development, and supervision.
• Foster collaboration among the Foundation’s departments.
• Develop and monitor the department’s annual operational budget.
• Represent the Foundation publicly at events, speaking engagements, etc.
• Champion the Foundation’s commitment to diversity, belonging, inclusion and equity to build a meaningful, motivational, and sustainable approach in all aspects of the Foundation’s internal and external work.
• Keep informed of rules and regulations that affect the Foundation’s work.
• Other duties and special projects as assigned by the President/CEO.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

• Ten years’ experience in leading similar impact driven work with demonstrated success
• Self-motivated, strategic, and energetic thinker
• Highly-developed people skills with ability to interact with people of diverse backgrounds and perspectives
• Collaborative leadership style and supervisory experience required
• An entrepreneurial and inquisitive mindset who can identify opportunities and effect change
• Ability to influence positive change in others and to collaborate creatively with diverse stakeholder groups
• Excellent organizational skills and attention to detail
• Strong work ethic and an unquestioned reputation for honesty and integrity