

## Vice President, Programs Job Description Sample (Operations/Program Focused)

### Position Description

**XYZ Nonprofit**

**Vice President, Programs**

### Organization

Founded in 1990, XYZ Nonprofit's mission is...

We do this by...

For more information, please visit [www.XYZnonprofit.org](http://www.XYZnonprofit.org)

### Position

The Vice President, Programs will have overall strategic and operational responsibility for all program areas. The position will be a part of the senior management team that drives the overall strategy for the organization and represents XYZ Nonprofit on a local, regional, and national basis. With a program budget of \$2.5 million and a staff of X, the Vice President, Programs will initially develop deep knowledge of each project, program operations, and business plans, and will focus on the following three areas: program leadership and management, external relationships, and knowledge management.

### Responsibilities

#### Program Leadership & Management:

- Enhance, flesh out, and implement organizational vision as established in XYZ Nonprofit's Strategic Plan.
- Ensure ongoing programmatic excellence.
- 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.

#### Boston

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### New York

112 West 34th St., Suite 1510  
New York, NY 10120  
P 646 562-8900  
F 646 562-8901

#### San Francisco

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.

#### **External Relationships:**

- Expand revenue generating and fundraising activities to support existing programs and the growth of XYZ Nonprofit; cultivate existing relationships and develop new funder relationships.
- Manage relationships with partner organizations.

#### **Knowledge Management:**

- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs.
- Develop a dissemination system to share organizational learning with a broad range of communities.
- 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.

### **Qualifications**

The Vice President, Programs will be thoroughly committed to XYZ Nonprofit's strategy and mission. All candidates should have demonstrated leadership, coaching and relationship management experience and strong demonstrated success managing funder relationships.

Other qualifications include:

- Advanced degree, with at least 10 years of management experience
- Unwavering commitment to quality programs and excellence in organizational and 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, forums, trade associations, foundations, corporate sponsors, and practitioner groups
- Ability to work effectively in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for XYZ Nonprofit's mission and commitment to working collaboratively with a management team of senior professionals

## Critical Competencies for Success

**Program Leadership and Management:** This individual will have taken a hands-on approach in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff. S/he will have developed and operationalized strategies that have taken a program or organization to the next stage of growth.

**Team Building and Development:** The successful candidate will have recruited, managed and developed a strong team of staff, program/project managers, and development professionals. This individual will serve as a “player/coach” to motivate and mentor his/her team.

**Exceptional Communication and Influencing Skills:** As a voice/advocate XYZ Nonprofit, the Vice President, Programs will have strong written and verbal communication skills. S/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 professional journals and other media outlets. Ideally, this person will have served as an effective spokesperson at the national level.

### Other Personal Characteristics

- Solid judgment and apparent leadership skills
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities
- Impeccable integrity
- Strong analytical skills; basic business intuition, and common sense
- Strong work ethic

**Bridgestar** ([www.bridgestar.org](http://www.bridgestar.org)), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.