



Assistant Chief Program Officer

Introduction

Edmundite Missions has served the poorest of the poor since 1937 and continues to address the challenge of systemic poverty prevalent in Selma and in the Black Belt region of Alabama. We believe that each person is made in the image of God, imparting dignity to every person we serve. Our programs meet the most urgent needs of the community while also promoting the empowerment of people by achieving poverty eradication through educational and employment opportunities. We continually innovate to ensure both the short and long-term success of our fight against poverty.

We are looking for an individual with the passion and enthusiasm to join an exceptional team of compassionate and dedicated individuals who seek the greater good for all those we serve here in the Deep South. This is a full-time position. Compensation will be commensurate with experience. We offer excellent benefits including medical and dental insurance plan, vision plan, employer-paid short- and long-term disability, life and accidental death & dismemberment insurance, 401k plan with a generous 5% employer contribution, paid holidays, and paid time off (PTO) days.

Summary

The Assistant Chief Program Officer is responsible for ensuring the smooth implementation of programs, inter-program coordination and strategy execution at the program level. The Assistant reports to the Chief Program Officer. The Assistant must be resident in Selma, AL or its immediate environs.

Responsibilities

Program Management

- Be continually present on the Missions and Mosses campuses to ensure smooth program implementation and assist program managers with real-time problem solving, keeping Chief Program Officer regularly briefed on issues and initiatives
- Track and be a resource as necessary to, and assist with, the Missions work in other geographies as needed as programming grows
- Assist program managers with implementation of periodic initiatives such as events or donor or Board visits to programs
- Work with Director of Communications to ensure that all communications material remains updated as regards background data (e.g., economic data on Selma and Dallas County) and program data
- Work with Chief Financial Officer and program managers to ensure full program staffing, developing job descriptions, participate in interviews etc. as needed
- Assist Chief Program Officer with creation and management of program professional development curriculum

Program Planning

- Work with program managers to develop, refine and track quarterly, annual, and three-year program plans
- Ensure that all plan detail and progress is regularly summarized for the Chief Program Officer
- Assist with development of grant proposals for program funding and the writing of reports on those grants



- Assist with the planning and implementation of new program initiatives at the request of the Chief Program Officer

Program Performance

- Ensure integrity of performance data in Apricot database for all programs; resolve problems as needed
- Monitor progress toward goals and provide assistance in strategies to meet goals as needed
- Develop quarterly impact reports, quantitative and qualitative, for submission to senior management through Chief Program Officer
- Provide bi-weekly program activity reports to Chief Program Officer for distribution to senior management
- Assist Chief Program Officer with performance data and analysis for individual major donors or in support of foundation proposals
- Ensure implementation of quality performance measures; trouble shoot as needed
- Provide quarterly quality indicators report and analysis to Chief Program Officer

Other Duties as assigned

Characteristics

- Entrepreneurial
- Energetic and open to change and innovation
- Unquestionably trustworthy and reliable
- Respect for the beliefs and values of the Roman Catholic faith
- Willing team member; able to work with a wide variety of management styles
- Flexible in job assignments; able to quickly adjust to changing circumstances and take advantage of unexpected opportunities
- Able to multi-task as a regular part of work
- Insightful; able to observe operations with an eye to emerging problems and possible opportunities

Requirements

- Superb verbal and written communication skills
- Program design and management experience in a nonprofit setting
- Quantitative skills and experience with data system design and management for performance assessment
- Successfully led teams to achieve shared goals
- BA, MA preferred, in business or social sciences
- Fully vaccinated against Covid-19
- Willing to submit to background checks

Salary commensurate with qualifications. Salary range: \$75,000 - \$85,000

Submit resume via email to hr@edmunditemissions.org