



## **CHIEF PROGRAMS OFFICER**

### **Position Description**

The Scholarship Foundation of Santa Barbara seeks an experienced nonprofit professional to serve as Chief Programs Officer (CPO). The CPO is responsible for managing and evaluating the programmatic activities that further the Foundation's mission. The incumbent will design, implement, and evaluate the Foundation's programs, including but not limited to our scholarship and financial aid advising programs. Reporting to the CEO, the CPO works with other department heads to ensure that the strategic goals of the organization are achieved.

### **Primary Responsibilities**

#### **Program Management and Leadership**

- Develop, manage, and evaluate the Foundation's programs to ensure the organization achieves its mission and strategic goals.
- Work with the CEO and Student Programs Committee to interpret and adhere to strategic plans and policies.
- Maintain policies and develop procedures for the successful management of the student scholarship programs, countywide student outreach and financial aid advising, and any programmatic activities required to meet organizational mission and goals.
- Identify, engage, collaborate, and partner with community leaders and peer organizations to expand the Foundation's impact and ensure the use of strategic and best practices.
- Oversee the training of 200+ board members and community volunteers to interview more than 1,400 scholarship candidates annually.
- Maintain a high level of knowledge in local, regional, and national trends and efforts in college access, financial aid, and completion.
- Represent SFSB at meetings, workshops, and conferences in the community.
- Deliver presentations to the board, staff, community partners, and other stakeholders regarding Foundation information and partnership opportunities.
- Develop and implement evaluation and outreach plans to measure organizational impact and student outcomes; manage data collection, analysis, and reporting as needed for donor and organizational reporting, quarterly Student Program Committee meetings, and program evaluation.
- Identify the ongoing training and professional development needs of programs staff.

#### **Financial Management**

- Develop and monitor annual programs budget.
- Determine priorities and corresponding budgetary allocations and staffing plans for the programs department; supervise staff in executing priorities and assigned duties.

- Review and understand the Foundation's \$8+ million annual scholarship budget and ensure the accurate recording of donor funds in appropriate databases.
- Provide accurate and timely reports and financial worksheets to the finance department in order to schedule distribution of award payments.
- Ensure the monitoring of 2,500+ scholarships throughout the academic year, including award adjustments and tracking un-negotiated scholarship checks.

### **Process Management**

- Establish protocols and staff training to safeguard the privacy of student records, electronic and hard copy, throughout the application and award process.
- Supervise the design and production of student scholarship applications, supplemental online materials, and internal database(s). Effectively manage vendor relationships to ensure systems are functional, accurate, and timely regarding annual updates.
- Oversee the processing of 3,000+ student applications, selection of students in accordance with donor criteria, and the auditing of the awarded and applicant pools.

### **Minimum Qualifications**

1. Experience in program management, including developing and managing program budgets and staffing plans.
2. Strong supervisory skills and the ability to work collaboratively with senior staff, board members, donors, and community partners.
3. Five years of experience in nonprofit program management serving youth, or managerial experience in a postsecondary education environment.
4. Demonstrated skills in strategic thinking, program development, and program evaluation with an ability to exercise sound judgment regarding organizational relationships and sensitive information.
5. Knowledge of local, regional, and national trends and efforts in financial aid, college access, and completion.
6. Strong oral and written communication skills.
7. Proficiency in Microsoft Office, data visualization tools, and relational databases.
8. Bilingual (written and spoken) in Spanish preferred.
9. Bachelor's degree required; advanced degree preferred.

### **SALARY RANGE:**

\$140,000-\$155,000

### **FOR CONSIDERATION, PLEASE SUBMIT:**

- Cover letter
- Résumé

### **TO:**

hr@sbscholarship.org

No telephone calls please. This is a full-time, exempt position.

The Scholarship Foundation of Santa Barbara is the nation's largest community-based provider of college scholarships, having cumulatively awarded in excess of \$150 million to more than 60,000 students countywide since its founding in 1962. A nonprofit organization, the Scholarship Foundation also provides free financial aid advising services. For additional information, visit [www.sbscholarship.org](http://www.sbscholarship.org).