



**Full-Time Position**

<b>Organization:</b>	<b>Maggie's Place</b>
<b>Job Title:</b>	<b>Vice President of Programs</b>
<b>Department:</b>	<b>Programs</b>
<b>Reports To:</b>	<b>CEO</b>
<b>Location:</b>	<b>Family Success Center, 4001 N. 30th St., Phoenix, AZ 85016</b>

**Position Description**

**Job Purpose:** The Vice President of Programs will provide strategic leadership to Maggie's Place (MP) programmatic and community programs by developing and implementing the goals and strategies of MP. This position will report to the CEO and will be part of the senior management team that drives the overall strategy for MP. The VP of Programs has 4 direct reports. This person will ensure all Maggie's Place homes run parallel to the mission and that the programs provided meet expectations of excellence.

**Responsibilities:**

- Has overall strategic and operational responsibility for all program areas including Family and Social Services, AmeriCorps and Workforce Development.
- Will initially develop deep knowledge of each project and program under their supervision.
- Plays a central role in developing MP's program areas, identifying emerging opportunities and strategic leverage points.
- Supervising program staff, promoting collaboration across departments and evaluating performance of programs.
- Promotes coordination, communication, and joint efforts within the program staff and between program staff and other functional areas of MP.
- Create flexible, right-sized systems by which we use data and metrics to both inform our strategies and evaluate the impact of our work.
- Develop and define program policies and processes with the goal of continual improvement.
- Work with staff to develop systems to ensure consistent, high-quality project management.
- Ensure on going programmatic excellence.
- Oversee curriculum implementation across programs; approve, create and lead on-going improvements as needed.
- Oversees and assigns programmatic trainings and support for AmeriCorps members.
- Attract, develop, coach and retain high-performance team members empowering them to elevate their level of responsibility and performance.
- Manage teams by providing strong project management skills, thought leadership, and facilitating positive team dynamics.

Effectively leading a performance based and outcome-based program and staff.

Key member of expansion team when adding homes or programs.

Deliver consistently accurate and timely budgetary and financial information and drive efficient budget development.

Ensure adherence to approved budgets and maximize spend down of approved grant funds.

Analyze current and past financial data and provide strategies to reduce cost and maximize efficient and effective use of revenue.

Maintain active and broad external engagement to ensure awareness of local community needs and opportunities.

Assist in grant and/or contract compliance.

Establish and build relationships with community partnerships and agencies that have programmatic impacts.

Build strong relationships based on trust, mutual respect, humility, equity and partnership.

Make sound and timely decisions and involve others appropriately in decision-making.

**Education/Experience:**

Bachelor's degree or equivalent professional experience. Advanced degree a plus.

At least 10 years of professional experience, including at least 5 years in the social sector (nonprofit, government, corporate philanthropy, community organizing and/or foundation) at a senior leadership level with responsibility for building programs and impact.

**Qualifications:**

Demonstrated ability to break down organizational silos and revamp systems and processes to optimize alignment, integration, efficiency and effectiveness.

Proven record in managing and developing a staff team, attracting, retaining, and growing talent through performance reviews, professional development, team-building activities, goal setting, accountability and growth opportunities.

Experience with Microsoft programs and other data programs.

Willing to "Roll up your sleeves" and perform an administrative task as well as more strategic ones.

Ability to work flexible hours.

Ability to maintain confidentiality.

Must be strategic, energetic, and forward-thinking with a proven record in impact and influence.

Strong analytical skills and ability to provide solutions to issues.

The ideal candidate will be a thinker, planner, and a doer.

**Additional Requirements:**

Must possess or have regular access to a reliable vehicle on a regular basis.

Must possess a valid Arizona driver license and active auto insurance.

Must be able to comply and meet the national and state criminal background check, national sex offender registry, level one fingerprint clearance card, and a Motor Vehicle Records check as required by Maggie's Place.

Ability to lift 30 lbs is required.

**Work Environment**

- **On-Site** at the Family Success Center

**Employee Printed Name:** \_\_\_\_\_

**Employee Signature :** \_\_\_\_\_

**Date:** \_\_\_\_\_