



**Position:** Chief Program Officer  
**Location:** Jericho Project Admin Office: 245 West 29<sup>th</sup> Street  
New York, NY 10001 (*Hybrid schedule currently in place*)  
**Reports to:** Chief Executive Officer  
**Hours:** Full-time/40 hour per week, some weekend and evening hours

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### **About Jericho Project**

Jericho Project empowers individuals and families experiencing homelessness or housing insecurity by providing housing and person-centered services to address social inequities.

Jericho Project was founded in 1983 on the belief that every homeless or at-risk individual can make transformational change towards a better life. Jericho is a growing and dynamic nonprofit supportive housing and services agency, which is dedicated to recruiting and retaining highly qualified and motivated employees.

Jericho provides nearly 550 units of supportive housing to formerly homeless and at-risk individuals and families in Harlem and the Bronx as well as case management, housing placement, and employment services to hundreds more individuals, families, and veterans. In total, Jericho serves over 3,000 individuals annually.

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### **About the Position**

Jericho Project seeks a dynamic senior level leader with vision, energy, and exceptional management and clinical skills. The CPO will be expected to lead a dynamic team of professionals in integrating innovative new services with existing programs that serve individuals and families experiencing homelessness or who are at-risk of homelessness. Passion, integrity, and a devotion to community service are prerequisites.

The Chief Program Officer (CPO) will work closely with and report directly to the CEO. The CPO will provide direct supervision to senior program staff, including three Managing Program Directors and their portfolios of permanent supportive housing and housing access services.

### **Responsibilities:**

Partner with the CEO and other members of the senior management team to implement the strategic programmatic vision set forth in the Strategic Plan and to fulfill the mission of Jericho Project. The CPO will lead and manage the programmatic operations of Jericho and ensure that the expectations of clients, staff, Board, funders, partners, and other stakeholders are met.

### **Organization:**

- Provide leadership, support and direction to ensure that programmatic goals and objectives are met in a timely, efficient, and effective manner.
- Oversee the coordination and integration of all programs and services.

- Promote and create consistent training in Jericho’s adopted evidence-based practices, including Housing First, Harm Reduction, Motivational Interviewing, Critical Time Intervention, and Trauma-Informed Care.
- Promote collaborative relationships within and between service and operations areas to ensure that teams practice integrative strategies.
- Help lead the Board of Directors’ Program and Services Committee.
- Work with development and senior staff to determine responses to requests for proposals or applications based on feasibility and alignment with mission. Coordinate planning and activities necessary for development of model and program designs in response to RFPs and RFAs.
- Work closely with the Finance department to organize programmatic operations to ensure sound fiscal management.
- Ensure Jericho Project utilizes trauma-informed strategies in service delivery and staff development and evaluation.
- Develop and maintain relationships with outside resources to ensure our clients have access to a wide range of services.

### **Evaluation:**

Deepen existing and develop new performance and outcome measures (with CEO and program staff) around substance use, housing stability, employment, graduation rates, and other measures that are core to Jericho’s mission.

- Establish annual program goals and track results against these goals.
- Deepen and implement outcome measures that lead to more effective and efficient service delivery.
- Create short term and long-range strategies that include clearly laid out goals and objectives; hold staff accountable for achieving goals.
- Analyze and assess programs based on data collected and course correct when necessary.
- Complete the established in-service and onboarding staff development plan.

### **Strategic Planning**

- In partnership with the CEO, implement Jericho’s Strategic Plan and develop and implement other strategic initiatives as directed by the Board of Directors.
- Monitor emerging needs among clients, industry trends, and changes in government policy, recommending appropriate changes in strategy or development of new programs.

## **Qualifications:**

Any candidate for this job must embrace the highest level of personal and professional integrity. Sound decision-making skills, fairness, and a deep commitment to diversity and inclusiveness are imperative. The ability to work in a complex environment, to navigate successfully within it, to find common ground and build consensus, and to strengthen collaboration at many levels are also essential.

In addition, the ideal candidate will have the following professional qualifications:

- An advanced degree in Social Work, Public Administration, or related field. A clinical degree is strongly preferred.
- A minimum of 10 years of experience in a nonprofit setting with at least 5 years in a supervisory capacity.
- Strong working knowledge of program planning, organizational structure, budgeting, administrative operations and fundraising.
- Demonstrated ability to compile and report on outcome data.
- Excellent communication skills, both written and oral, with the ability to represent the organization before a broad range of stakeholders and constituencies.
- A track record of providing strategic leadership, effective program management and support.
- Proven success as a collaborative manager who can motivate and develop effective teams.
- Experience designing and implementing effective staff training programs, including motivational interviewing, trauma-informed care, and other evidence-based models.
- Demonstrated ability to recognize new opportunities and to manage innovation and culture change.
- Experience developing and managing program budgets.
- Experience with applying for and developing programs in response to government and private RFPs.
- Working knowledge of the technology used for program needs.

## **COVID Guidelines:**

The Jericho Project is committed to ensuring the safety of its staff, interns, vendors and clients. As per the CDC guidelines' full compliance, all new/incoming staff are required to be fully vaccinated and possess the ability to provide documentation upon their 1st day of hire.

To be fully vaccinated means:

1. 2 weeks after their second dose in a 2-dose series such as: Pfizer or Moderna.
2. 2 weeks after a single-dose vaccine, such as: Johnson & Johnson's

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

**Compensation:**

The salary range for this position is **\$160,000.00** to **\$170,000.00** *annualized*. Jericho Project offers a comprehensive benefits package.

**How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
Jericho Project  
Job Code: **Chief Program Officer**  
245 W. 29th Street, Suite 902  
New York, NY 10001  
Fax 646.624.2301  
[careers@jerichoproject.org](mailto:careers@jerichoproject.org)

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.*  
[www.jerichoproject.org](http://www.jerichoproject.org)