



## Chief Programs & Strategy Officer (CPSO)

### Position Description

**Reports to:** Executive Director

**Job Type:** Fulltime

**Compensation:** Salary Range of \$100- 120K

**Location:** Hybrid (remote and onsite in SI)

**Job Classification:** Exempt

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### ORGANIZATIONAL OVERVIEW

The Staten Island Partnership for Community Wellness (SIPCW) seeks to create a healthier Staten Island by bringing together partners, stakeholders, and community members to address emerging health needs. SIPCW focuses on Staten Islanders in need, especially those facing health burdens or inequities, to give all community members a chance to thrive. SIPCW has addressed behavioral health issues, chronic disease prevention, and maternal and child wellness for more than two decades. Through its ability to bring diverse partners to the table, SIPCW has enabled data-driven decisions and identified evidence-based strategies to approach complex health issues on Staten Island collectively. Instead of working alone to address complex health issues, SIPCW builds the capacity of organizations and individuals to use their resources together to fill serious gaps in service and treatment. SIPCW provides backbone support to several public health initiatives focusing on the integration of behavioral and physical health across systems.

### GENERAL RESPONSIBILITIES

The Chief Programs & Strategy Officer (CPSO) is responsible for providing leadership and strategic oversight of SIPCW program content; implementation and evaluation of programs with emphasis on measurable outcomes using data and best practices; prioritization of programmatic objectives and activities; development of financial resources to support prioritized areas of work; continuation and development of team-based approaches; implementation of programmatic activities with consideration to SIPCW staff capacity; and promotion of shared accountability, effective management, and production of high-quality work products. The CPSO works independently and collaboratively with SIPCW staff to direct, develop, manage, and implement activities in the following areas: public health programming (behavioral health, maternal and child wellness, chronic disease prevention); technical assistance to organizational partners; research and evaluation; communications and marketing; meeting facilitation; and resource development. Other responsibilities include serving as an effective SIPCW representative regionally and establishing and maintaining partnerships to advance SIPCW's mission.

**This position requires a proven, forward-thinking, and dynamic individual to provide proactive leadership and vision in developing new, innovative programs. This includes having excellent analytical, interpersonal, organizational, and writing skills; strong public speaking and presentation**

**skills; as well as discretion, sound judgment, and political acumen. In addition, the CPO should have a track record of successful grant writing and fundraising. This position requires a deep understanding of**



**social determinants of health, structural determinants of health, health equity, and anti-racist practices. They will ensure a commitment to these principles throughout all of SIPCW's direct programming and operations as well as serve as an ambassador for equity in SIPCW coalitions and external relations.**

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

#### PROGRAM DEVELOPMENT, DIRECTION, AND MANAGEMENT

- Develop and effectively direct programmatic activities to ensure public health principles and health equity/antiracist practices are incorporated
- Ensure all programmatic deliverables are met timely and with high-quality
- Working with evaluation staff, track programmatic impact through the development and implementation of SMART performance and outcomes measures, and lead the collaborative development of data collection, analysis, and dissemination of findings across projects
- Serve as a senior leader for public health content, program design, evaluation, and dissemination across all programs
- Ensure and direct the development of regular and timely programmatic updates across all programs to ensure cross-pollination of ideas, knowledge-building, and resource-sharing
- Facilitate small and large group meetings, internally and externally. This may also include facilitating on-site community meetings
- Monitor citywide and national initiatives in the field of public health as well as programmatic innovations and best practices from other sectors to ensure that IPHI program staff remains well-informed. Ensure that innovations and best practices are incorporated into IPHI programmatic activities
- Identify grant opportunities to expand and sustain programmatic efforts
- Work with ED and Evaluation Lead on grant writing

#### STRATEGIC/THOUGHT LEADERSHIP

- Build cross-sector relationships that integrate population health strategies with activities within such sectors as clinical care, education, neighborhood development, criminal justice, housing, and others
- Ensure effective facilitation and management of all SIPCW coalitions and partnerships
- Work collaboratively across sectors with diverse, strong, and influential partners to achieve common goals
- Engage in state, city, and local-level relationship building to increase SIPCW visibility and ensure strategic programmatic and organizational growth
- Increase SIPCW's public profile by serving as a spokesperson and advocate, as well as a visible and influential leader in public health
- Serve as a resource for Collective Impact and Systems Thinking to ensure all relevant projects function using these principles



## FUNDS DEVELOPMENT

- Monitor scopes of work to ensure timeliness, quality, and accuracy of activities and contractual and grant commitments.
- Effectively engage staff skills and competencies to support the ongoing work of grants and contracts.
- Interact with project teams to maintain a consistent understanding of project status and deliverables and identify variances and errors to ensure sound fiscal management of programs.
- Identify opportunities for growth and sustainability (i.e. grant opportunities)
- Direct budget development for new programs and renewals
- Develop new strategies in collaboration with SIPCW staff and coalition members. Write grant proposals to secure new resources that expand SIPCW's programmatic portfolio as well as its capacity to engage in innovative and prioritized public health work across SI and the NYC region
- Write and submit proposals and bids in response to RFPs and RFAs on a consistent basis, in alignment with fundraising and portfolio goals, and in collaboration with staff and external partners.
- Direct, lead, and manage the development of grant applications and reports through collaborative writing with staff teams.

## STAFF DEVELOPMENT

- Direct continuous learning (focused on public health practice, the evidence base, and the latest innovations) for SIPCW staff.
- Promote and foster an environment in which proactive thinking and creativity are encouraged and rewarded.
- Identify capacities needed (skill sets and competencies) to achieve programmatic and organizational goals. Work with senior staff to ensure those capacities are developed or acquired.
- Serve as resource advisor to program staff and support their work by managing resources, opportunities, time, and information.
- Participate in yearly performance assessments of program staff, goal setting, and support professional development on an ongoing basis

## EMPLOYMENT STANDARDS & CONDITIONS

**REQUIRED EDUCATION AND EXPERIENCE:** Master's degree is required (MPH, MPA with health concentration, MSW macro). The candidate must demonstrate a minimum of 6+ years of progressive professional experience working toward public health goals. Experience with community-based public health efforts, working within or alongside government, working in the NYC region.

- Expertise in public health, determinants of health, health equity, and health disparities.



- Proven leadership skills and management experience, including the ability to develop team performance and a genuine desire to coach and mentor.
- Deep understanding of health equity and anti-racist practices.
- Demonstrated understanding of collective impact and systems
- Demonstrated success in grant writing and proposal development for public health programs.
- Superior writing skills in terms of analysis, content, and mechanics. Published articles are a plus.
- Strong focus on being strategic, problem-solving, and solution-focused.
- Experience working with community-based coalitions and organizations, community capacity-building efforts, technical assistance, and group facilitation.
- General knowledge and familiarity with political contexts at the federal, state, and local levels.
- Self-motivated, able to balance multiple and competing priorities or deadlines, excellent organizational skills, and ability to track multiple project/program tasks as delegated to program staff.
- Demonstrated understanding of current and emerging public health issues.
- Demonstrated political acumen and intellectual curiosity as well as the ability to view old problems with fresh perspectives.
- Strong budget management experience, detail-oriented, and able to work well in evolving circumstances.
- Excellent written and oral presentation skills, with the ability to engage, inspire, build credibility and engender trust with diverse audiences. This includes the ability to build coalitions, negotiate, and resolve conflicts effectively while preserving important relationships with partners and funders.
- Ability to research and quickly disseminate relevant, emerging, and existing evidence-based practices and models.
- Demonstrated ability to work effectively with policy makers, community leaders, and the media.
- High level of knowledge and understanding, especially as it relates to program replication, connecting programs to funding, creatively generating other resources, and building strategic partnerships.
- Trustworthy, ethical, and authentic in all situations.

Compensation is commensurate with experience. SIPCW offers a competitive benefits package with annual leave, health/dental/vision insurance and a retirement plan (403B). Please note that we will not offer or negotiate an initial salary above the range listed for this position. In the interest of time, we ask that all candidates consider this carefully before applying.

**HOW TO APPLY:** Please submit a resume/CV and cover letter to [maralie@sipcw.org](mailto:maralie@sipcw.org). Please place "Chief Program Officer" in the subject line of the email when applying.

The Staten Island Partnership for Community Wellness is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.



SIPCW has attempted to accurately describe this position but reserves the right to change, add, or delete tasks/duties outlined in this job description. Any changes will be at the sole discretion of SIPCW at any time. This job description in no way implies that these are the only duties to be performed by the employee occupying this position.

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

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

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