

For Immediate Hire

VICE PRESIDENT OF PROGRAMS

All potential candidates must respond with [a resume and a customized cover letter \(including salary expectations\)](#) for this position to hr@biglittlcolorado.org. Resumes without a cover letter may not be reviewed. Applications will be accepted until the position is filled.

BIG BROTHERS BIG SISTERS OF COLORADO MISSION

The mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. By partnering with youth mentees, parents/guardians, volunteers, local communities, and caring philanthropist we are accountable for each child in our program achieving:

- Higher aspirations, greater confidence, and better relationships
- Avoidance of risky behaviors
- Educational success

ABOUT BIG BROTHERS BIG SISTERS OF COLORADO

Since 1918, Big Brothers Big Sisters of Colorado (BBBSC) has operated under the belief that inherent in every child is incredible potential. As part of the nation's largest donor- and volunteer-supported mentoring network, Big Brothers Big Sisters of Colorado makes meaningful, monitored matches between adult volunteers ("Bigs") and children ("Littles"), ages nine through young adulthood in Colorado. We develop positive relationships that have a direct and lasting effect on the lives of young people.

BBBSC serves youth through a portfolio of mentoring programs.

- **Community-based** is a traditional mentoring program. Mentee/mentor matches determine activities of mutual interest and meet two to four times per month.
- **Sports Buddies** is an innovative mentoring program started by BBBSC in 2000. Mentee/mentor matches meet one to two times per month for sports-based activities that are planned, scheduled, and overseen by BBBSC staff.
- The **mentor2.0** program matches youth attending a partner high school one-to-one with an adult mentor starting in high school and through the first year of post-secondary education or training. Matches in mentor2.0 communicate and build their relationship through weekly email exchanges using the research-based "College Ready" curriculum.

OVERVIEW

The Vice President of Programs will have overall strategic and operational responsibility for all program areas. The position will be a part of the senior management team that drives the overall strategy for the organization and represents Big Brothers Big Sisters of Colorado on a local, regional, and national basis. The VP of Programs will initially develop deep knowledge of each project, program operations in both the Denver Metro and Pikes Peak regions and will focus on the following three areas: program leadership and management, external relationships, and knowledge management.

RESPONSIBILITIES

Program Leadership & Management:

- Implement organizational vision as established in Big Brothers Big Sisters of Colorado Strategic Plan.
- Ensure ongoing programmatic excellence.
- Ongoing exploration of new programs and best practices to improve, enhance or expand programs and serve more youth.

- Demonstrate consistent quality of finance and administration, communications, and systems; recommend timelines and resources needed to achieve the program goals.
- Attract, develop, coach, and retain high-performing team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Work with staff to develop systems to ensure consistent, high-quality project management.
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth.
- Partner with internal and external grant writing and management staff on program design, fidelity, outcomes and reporting for new and existing grants.
- Continuous education, training and investigation of innovative practices and programs in the field of mentoring and positive youth development to ensure that Big Brothers Big Sisters of Colorado programs align with best practices, remain relevant, and prioritizes customer voice and needs.

External Relationships:

- Identify and cultivate new relationships with potential partner agencies while ensuring managing existing partner organizations relationships.
- Collaborate with fund development both internally and externally as appropriate.
- Serve on community-based board, associations, committees, task force as needed to ensure that BBBSC programs remain at the forefront of positive youth development in Colorado.
- Speak at local and national conferences as needed for the purpose of educating others about BBBSC programs and positioning BBBSC as thought leaders in the field of mentoring and positive youth development.

Knowledge Management:

- Ensure the agency is in compliance with BBBS national standards, adhering to our Service Delivery Model (SDM), and other expectations as outlined in grant and other funding requirements.
- Develop the necessary systems, processes, and tools to better support the facilitation, collection, and sharing of knowledge that is generated by the programs.
- Develop dissemination system to share organizational learning with a broad range of communities.
- Ensure that key project outcomes and/or policy and advocacy are evaluated and leveraged for maximum community and organizational impact.
- Work collaboratively with the senior management team to integrate cross program activities and functions.

QUALIFICATIONS

The VP of Programs will be thoroughly committed to Big Brothers Big Sisters of Colorado's strategy and mission. All candidates should have demonstrated leadership, coaching, and relationship management experience.

Specific requirements include:

Program Leadership and Management: This individual will have taken a hands-on approach in leading a variety of initiatives. The ideal candidate will have a track record of effectively leading a performance-based and outcome-based program and staff. They will have developed and operationalized strategies that have taken a program or organization to the next stage of growth.

Team Building and Development: The successful candidate will have recruited, managed, and developed a strong team of staff, program/project managers, and development professionals. This individual will serve as a "player/coach" to motivate and mentor his or her team

Exceptional Communication and Influencing Skills: As a voice/advocate Big Brothers Big Sisters of Colorado, the VP of Programs will have strong written and verbal communication skills. They will be a persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills. This individual must work collaboratively with internal as well as external partners and other organizations, providing exposure for program impact.

- Bachelor's degree, with at least 5-7 years of management experience.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for Big Brothers Big Sisters of Colorado mission and commitment to working collaboratively with a management team of senior professionals.
- Understanding of issues/barriers that impact children and families from underserved populations.
- Proficient in a Customer Relations Management/Case Management Database environment (SalesForce/Match Force experience a plus).
- Exceptional writing skills specific to reports for our National office, grants/funders, etc.
- Experience with supporting evaluation initiatives.
- Experience in project and/or volunteer management in a field related to social work, social services, or community relations preferred.
- Unwavering commitment to quality programs and excellence in organizational and project management with the ability to achieve strategic objectives and manage a budget.
- Demonstrated experience with the ability to engage a wide range of stakeholders including advisory groups, coalitions, forums, trade associations, foundations, corporate sponsors, and practitioner groups.
- Ability to work effectively in collaboration with diverse groups of people.
- Solid judgment and apparent leadership skills.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities, yet is also comfortable with ambiguity.

TRAVEL REQUIRED – At a minimum, once a month, this position will travel to our Pikes Peak office to collaborate with the Executive Director who oversees Programs in that region. Additionally, travel may include participation in Pike Peak region/national conferences and such. Expected local/national travel will be approximately 10%.

COMPENSATION

Our goal is to make all aspects of working with us transparent. That includes our offer process. When we have identified talent that is a good fit for BBBSC, we work hard to present an equitable and fair offer. We look at your knowledge, skills, and experience along with your compensation expectations and align that with our company equity processes to determine our offer ranges.

We value and want to support our team members, and are proud to offer a comprehensive compensation package that includes the following:

- Salary range for this position is \$88,000-\$94,000 dependent on experience.
- Excellent benefits including company paid medical, dental, vision for the employee.
- Many other work-life balance benefits.

COMMITMENT TO JEDI

We are committed to creating and cultivating a safe environment where all individuals feel respected and valued equally. We - BBBSC staff and board - are committed to a nondiscriminatory and anti-racist approach and are committed to dismantling any inequities within our policies, systems, programs and services.



At BBBS, Justice, Equity, Diversity, and Inclusion (JEDI) is an integral part of our values and mission. We recognize, affirm, and celebrate the diverse backgrounds, lives, and experiences of all our stakeholders, including youth, families, donors, volunteers, and staff. We ensure the opportunity for all voices and perspectives to be heard and honored. In the workplace, we foster an environment where all people can be their best selves. We affirm that every person [regardless of ability, age, cultural background, ethnicity, faith, gender, gender identity, gender expression, ideology, income, national origin, race or sexual orientation, marital or veteran status] has the opportunity to reach their full potential. We strive to realize the full potential that is within all of us by ensuring that all voices and perspectives are heard and honored.

For more information about Big Brothers Big Sisters of Colorado, visit our website at www.biglittlecolorado.org.

Equal Opportunity Employer: Minority-BIPOC/Female/Veteran/Disability (Individuals with a disability who need an accommodation to apply please contact us at hr@biglittlecolorado.org.)

No calls or emails from third parties at this time please.