



Position Availability: Chief Program Officer

JOB TITLE: Chief Program Officer
FLSA STATUS: Exempt, F/T
REPORTS TO: Chief Executive Officer
LOCATION: Arlington, Virginia (remote work/hybrid considered)

JOB SUMMARY

The Chief Program Officer (CPO) will serve as a member of the management team. In collaboration with the CEO, the CPO will articulate and implement the strategic vision and leadership of BHOFF; oversee a significant portfolio of programs and related services; help to promote and diversify funding through effective resource stewardship; raise the profile of BHOFF through external communications; evaluate the effectiveness of programs to provide ongoing feedback; provide mentoring, supervision, and professional development to department staff; and enhance the organization by staying abreast of developments in healthcare, pharmaceuticals, and active aging.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assists the CEO and Chief Administrative Officer in implementing BHOFF's new strategic plan, as well as developing and implementing new initiatives that reflect the organization's mission.
- Strengthens the brand and reputation of BHOFF through development and execution of appropriate programs and building collaborative relationships and partnerships.
- Identifies opportunities to support organizational initiatives and develop communication materials and programs to promote and publicize these activities.
- Transforms BHOFF content and knowledge into exciting and useful messages to disseminate to BHOFF target audiences.
- Ensures the delivery of qualitative and quantitative goals and outcomes of programs and services. Solicits feedback and analyzes the effectiveness of BHOFF programs.
- Identifies and cultivates target market groups and establishes/enhances partnerships with associations, physician groups, hospital networks, consumer groups, etc.
- Keeps abreast of trends in the healthcare and pharmaceutical industries as they relate to osteoporosis and bone health.
- Writes grant proposals, manages budgets of various programs, and ensures compliance with relevant regulations and contract requirements.
- Oversees the creation and dissemination of all BHOFF communications – digital and print.
- Provides leadership to program directors, volunteers, and other staff.

- Collaborates with CEO and Chief Administrative Officer to determine best practices and policies to advance the mission of BHOF.

EDUCATION

Bachelor's degree required; advanced degree in Business/Public Administration or a related field is strongly desired.

QUALIFICATIONS

- 10-15 years of leadership experience in nonprofit, government, or philanthropy, overseeing multiple programs or contracts ideally at an organization in the healthcare industry.
- Passion for BHOF's mission and purpose and an ability to communicate this passion to others.
- Comprehensive working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising.
- Expertise in one or more of the following service areas: education, public relations, advocacy, or healthcare.
- Demonstrated ability to analyze and compile complex data for planning and reporting purposes.
- Excellent oral and written communication skills, and ability to represent the organization externally across a wide range of stakeholders and constituencies.
- Strong relationship builder with the ability to find common ground, build consensus and strengthen collaboration among diverse stakeholders.
- Ability to successfully navigate in a fast-paced, outcomes-driven environment.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and involves everyday risks or discomforts which requires normal safety precautions when operating equipment and performing the work. Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

OTHER REQUIREMENTS

None

APPLICATION PROCEDURE

To apply for this position, send a cover letter and résumé to Debra Erikson, Chief Administrative Officer, derikson@bonehealthandosteoporosis.org.

The statements contained herein reflect general details necessary to describe the principal functions of this position, knowledge and skill typically required and the physical demands and working conditions but should not be considered an all-inclusive listing of work requirements.