

Job Title:	VP of Programs	Position Type:	Full-time, Regular
Department:	Administration	Salary Range:	Commensurate with Experience
Reports To:	President & CEO	Travel Required:	As needed

Organization Overview

Families In Schools (FIS) is a nonprofit organization based in downtown Los Angeles, California, whose mission is to *involve parents and communities in their children’s education to achieve lifelong success*. To achieve its mission, FIS works towards three core outcomes: Schools with the knowledge and skills to authentically partner with families, families with the capacity to partner with schools and support student learning, and policies that embed parent engagement as critical components of school improvement. To learn more about FIS programs and services please visit: www.familiesinschools.org.

Job Description

The VP of Programs is a proven leader dedicated to educational equity and parent engagement who is interested in supporting the mission, vision, and ongoing development of the organization. The VP of Programs is part of the organization’s Executive Leadership team and works to ensure programs are running effectively and efficiently. This is a full-time, exempt position reporting to the President & CEO.

Position Responsibilities/Performance Expectations:

Programs Infrastructure & Support Systems

- Develop, coordinate, and implement internal processes that promote high impact programs and efficiency/effectiveness of program implementation
- Create mechanisms to track and report impact data across programs and departments
- Develop systems to capture organizational learning as well as success stories
- Improve coordination and collaboration between departments
- Lead the planning and coordination of monthly “all staff” meetings
- Oversee the piloting and implementation of a “telecommuting” policy

Fund Development & External Relations

- Work with the President & CEO to identify, cultivate, and secure funding to support the work of the organization
- Oversee the planning and execution of the annual FIS Alliance Summit
- Work closely with the development team to ensure that programs maximize all marketing and communications activities and opportunities
- Represent FIS at conferences and events to highlight FIS work and impact

Staff Management & Development

- Oversee the performance of three Directors (Director of Training & Capacity Building, Director of School Partnerships, and Director of Advocacy)
- Plan, coordinate, and implement (directly or via consultants) ongoing professional development opportunities to strengthen the professional capacity of staff
- Plan, coordinate, and implement annual “All Staff” retreat and “All Staff/Board” retreat
- Enhance the organization’s promotion and retention plan, including the development and implementation of a 360-evaluation process for staff

Skills/Qualifications:

Qualified candidates will have a Master's Degree in related field and a 7-10 years of relevant and practical experience of increasing responsibility in nonprofit management and a minimum of 5-years supervisory experience. The successful candidate will thrive as a capable leader in a highly collaborative environment and oversee the development and implementation of strategic initiatives that drive impact and mission-driven results.

- Minimum 5 years of management and/or supervisory experience.
- Proven leadership in process design and implementation.
- Familiarity with program design and delivery in a non-profit organizational setting.
- Seasoned project management experience, adhering to project deadlines/budgets and ensuring high-quality deliverables.
- Experience leading cross-functional efforts.
- Excellent oral and written communication skills.
- Strong interpersonal and human relations skills.
- Ability to represent a clear commitment to the organization, its mission and programs.
- Experience working in low-income communities, schools, and/or community-based (nonprofit) agencies.
- Proficient in Microsoft Office and other online tools.
- Ability to work on multiple projects simultaneously and effectively.
- Willingness to work weekends and evenings, as needed.

Key Professional Standards:

- Demonstrate an openness to feedback and commitment to learning and process improvement;
- Desire to promote the assets of the organization in an effort to better serve our communities;
- Dedication to the efficient and effective use of resources;
- Strong work ethic and commitment to professional quality, excellence and accountability to oneself and others;
- Capability to think strategically while executing tactically within a high-functioning team-oriented environment;
- Ongoing use of good judgment, tact and diplomacy in all professional matters;
- Committed to building positive relationships with all agency stakeholders, across levels, roles and functions.

Additional Skills and Qualifications:

- Ability to work in a fast paced, results-oriented office environment while maintaining attention to detail and quality;
- Ability to work independently and as a member of a highly collaborative, integrated team;
- Can lift up to 25 lbs. (books, materials, supplies, etc.);
- Access to a car, possession of a valid driver's license, and proof of automobile insurance;
- Ability to successfully pass a finger-print background check.

What FIS Offers:

Families In Schools is an at-will employer. We foster a mission-driven, collaborative work environment where teamwork, communication, excellence, quality, integrity, inquiry and commitment to community are highly valued. We provide employees with ongoing professional development opportunities through structured learning and training coupled with project assignments that maximize a diverse and high-functioning skill set. We offer a competitive benefits package that includes:

- Company-paid health and dental insurance for employee and dependents after three full months of employment
- 401k Group Retirement Annuity with 3% FIS contribution
- Vacation and sick/personal time
- Paid monthly parking
- Monthly cell phone and car allowance
- 10-paid holidays per year and a 5-day winter break the last week of December