



**Juvenile Welfare Board of Pinellas County**  
**Job Opportunity**  
**June 25, 2021**

**HIRING RANGE: \$99,231.15- \$135,000.00 Annually (PG-E5)**

*The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System, among other benefits.*

**Position Title:** Chief Program Officer                      **Department:** Community Collaborations and Program Administration  
**Reports to:** Chief Executive Officer                      **Status:** Exempt

**Position Purpose:** The Chief Program Officer (CPO) reports and works closely with the Chief Executive Officer (CEO). As a member of the Executive Team, the CPO provides leadership, supervision, oversight, and management of the agency's funded programs and services, as well as the planning and execution of community engagement and outreach activities.

The CPO is responsible for developing, implementing, and managing the program aspects of the annual budget in conjunction with the Chief Financial Officer (CFO) and the CEO. This position ensures that JWB's funded agencies, programs, and services adhere to contractual guidelines, and communicates to those organizations the pertinent strategies to improve their program administration practices. The CPO provides programmatic leadership and input for all strategic planning processes with the CEO and staff.

The CPO in collaboration with JWB staff, JWB Community Councils, JWB funded agencies, community partners, and volunteers works continually on developing long-term relationships with the diverse communities JWB serves. Together they create community partnerships to launch community impact campaigns and initiate grassroots community efforts that benefit underserved communities within Pinellas County.

This role provides an exciting opportunity for someone with a deep background in administrative and programmatic systems in human services organizations, able to champion collective impact efforts in the community, and who possesses a demonstrated commitment to children and family services.

**Key Responsibilities:**

- Provide direct supervision of the technical assistance and services offered to funded agencies by the Community Collaboration and Contract Administration Department.
- Oversee the review and update of programmatic policy, contracts, procedures and associated forms.
- Maintain existing partnerships with JWB funded agencies, Community Councils, volunteers, and the community at large, and grow new opportunities for JWB to initiate efforts that are aligned with the Strategic Plan and benefit the Pinellas County community.
- Collaborate with the Executive Team on developing and implementing strategies of the JWB Strategic Plan.
- Work diligently in developing the JWB Quality Plan in conjunction with the Chief Evaluation and Innovation Officer (CEIO).
- Lead complex conversations with JWB staff, funded agencies and other key stakeholders to determine appropriate administrative processes that lead to programmatic success.
- Produce presentations, research resources and briefing/white papers designed to inform the JWB Board, CEO and Executive Team.
- Consult with CEIO and the Program Evaluation and Innovations Department in evaluating the effectiveness of JWB funded programs.
- Serve as subject matter expert communicating and interpreting JWB's quality control information to all relevant departments, vendors and community entities.
- Support JWB efforts to identify current best and leading practices, evidence-based programs, and services.
- Promote and participate in agency-wide continuous quality improvement initiatives.
- Manage all administrative aspects of the Community Collaborations and Program Administration, including budget, staffing, contract administration protocols, and other related duties as necessary.
- Work cooperatively with cross-functional teams both internally and externally.
- Other duties as assigned or required.

**Specifications:**

- Bachelor's degree from an accredited institution in the areas of psychology, social work, or related human services field. Master's degree preferred.
- Minimum of 7 years' experience working in program supervision, community development, foundation grant management, non-profit management, public administration and governmental practices.
- Minimum of 5 years' experience in non-profit community development, community organizing foundation, or government setting; specific training and/or certification in strategies and tactics of community organizing is a plus, though not required.
- Demonstrated ability to conceptualize and implement new program and research briefs.
- Exceptional project management, prioritization, and planning skills, with demonstrated success producing high-quality deliverables on time and within budget.
- Strong interpersonal skills and ability to work effectively in a team.
- Excellent strategic thinking skills, with the ability to operationalize concepts and transform ideas into action, as well as apply research findings to ongoing program development.
- Prior experience working with programs serving underprivileged, marginalized and low-income families and children.
- Knowledge of research and current trends in the field of early education and care, the achievement gap, child abuse and neglect and child development strongly preferred.
- Passion for, and demonstrated commitment to, improving the lives of disadvantaged families; sensitivity to the needs of diverse racial and ethnic populations.
- Strong oral and written communication skills; ability to present complex information to diverse audiences in an understandable format.
- Ability to use Microsoft Word, Excel, PowerPoint, and spreadsheet applications.

**Additional Requirements:**

- Successfully pass a Level II background screening as required by Ch. 435 Florida Statutes;
- Possess a valid driver's license and/or access to reliable transportation.

**Interested Applicants, please submit resumes by Friday, July 16, 2021 to:  
Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.  
14155 58th Street N. Clearwater, FL 33760**

**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://www.jwbpinellas.org)**

*The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer. Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.*

*Applicants interested in claiming Veterans' Preference please apply at: [www.jwbpinellas.org](http://www.jwbpinellas.org)  
All applicants are advised that applications in Florida become a matter of public record upon receipt.*