Dynamic NYC Organization Seeks Chief Program Officer

New Heights was founded in October 2005 in New York City as an independent non-profit organization. Our mission is “to educate and empower promising underserved youth to be leaders, champions and student-athletes by developing the skills necessary for success in high school, college and life.”

In order to build capacity for the continued improvement and expansion of the organization, New Heights is now seeking candidates to fill the position of “Chief Program Officer.”

This position requires a professional with experience building collaborative and innovative teams, ensuring organizational effectiveness, and a passion for the New Heights mission. This is a unique opportunity to make a significant contribution to a fast-growing, high potential organization.

The Chief Program Officer is a member of the New Heights leadership team and is responsible for overseeing all aspects of New Heights’ academic, basketball, and community programs. The CPO leads the process to define a long-term program strategy and cultivates a culture and staff focused on high-achievement, improvement, and fun. The CPO has proven experience managing high-performing teams, successfully implementing new initiatives and programs, designing curriculum and content focused on Social Emotional Learning (SEL) and Sports Based Youth Development, and a track record of building strong processes and systems. The Chief Program Officer should be able to create a program action plan with desired outcomes, benchmarks, and deadlines.

Primary Responsibilities:

- Oversee the College Bound and community-based programs
- Revise strategic programmatic plan and annual programmatic goals, with quarterly benchmarks
- Oversee the annual program plan and monitor the progress and achievement of objectives
- Build, manage, and coach an effective program team – academic and basketball components
- Establish systems of communication and collaboration across the staff teams, bringing a solutions-focused creative approach to challenges
- Oversee program execution, including program innovation, curriculum edits/revisions, and consistently keeping all programs up to date
- Support organization and program performance management practices and systems Connect with the communities we serve to constantly listen to youth, parents, caregivers, and teachers from across the socio-economic spectrum;
- Oversee New Heights’ monitoring and evaluation efforts, and review data in New Heights’ databases
- Lead organizational and program data review and improvement efforts
- Oversee program staff recruitment and retention
- Oversee program budget
- Serve as a model for coaching and professional development, stay abreast of emerging best practices

Other Requirements:

- Passion for the New Heights mission.
- Proven management, supervision and coaching skills with experience leading teams
- Experience building and leading data-informed decision-making processes across organizations.
- Excellent strategic management skills including planning, directing, building, project managing.
- Should be highly responsible, motivated and organized.
• Entrepreneurial attitude – the successful candidate will be willing and excited about the opportunity to organize and implement improvements.
• Strong analytical, creative and problem-solving skills.
• Collaborative workstyle, excellent communications skills, and the ability to translate complex concepts into measurable indicators.
• Experience with human services and/or educational organizations.

Minimum Education/Experience Required:
Bachelor’s Degree (B.A.) and at least seven years as a non-profit leader with experience building teams and processes.

Salary and Benefits:
New Heights also offers a full, competitive benefits package that includes medical, dental, vision, and life insurance. Full-time employees are also eligible, after a 6-month waiting period, to participate in a 401(k) plan with employer contribution.

The salary range for this position is $100,000 – 120,000

To Apply:
Please send cover letter and resume in one document to Joe Luesse at luesse@newheightsnyc.org. Indicate “Chief Program Officer” in the subject line. No phone or fax inquiries – we will respond if we require further information.