Job Description

Title: Chief of Core Programs

Status: Exempt

Reports to: Executive Director

Works closely with: the Chief of Operations & Development as well as the Research & Policy Directors

Supervises: Power Building Director & Advocacy Director

ABOUT THE ORGANIZATION
Connecticut Voices for Children (CT Voices) is a research-based advocacy organization (aka a “think and do” tank) working to ensure that Connecticut is a thriving and equitable state where all children achieve their full potential. We provide trusted, quality research, recommendations, and advocacy that advance public policy and investments to improve the well-being of Connecticut’s children and families, specifically those that have been historically disadvantaged. Our values are equity, integrity, impact, community-centered, and learning mindset. For more about our values, work, and staff, please visit www.ctvoices.org.

We have two streams of work that center our core programmatic work; namely, Research & Policy (R&P) and Power Building & Advocacy (PB&A). Other teams support other work.

PURPOSE OF THE POSITION
The Chief of Core Programs is the second in command for the organization as it relates to the intersectional bodies of work regarding policy and advocacy. As such, this new position will oversee the seamless integration of these streams of work while ensuring our research and power building are well-coordinated. As an experienced strategist and executor who will champion CT Voices, the Chief of Core Programs will directly lead the team and functions that comprise our power building and advocacy work. This results-driven leader will manage and coach the PB&A team as well as work closely with the R&P teams and Executive Director in designing and implementing proven tactics that leverage CT Voices’ institutional capacities to drive systems change efforts that lead to the eradication of child poverty and family economic security.

The Chief of Core Programs will be joining CT Voices at an exciting time as we continue to refine current and build out new programmatic strategies, and will play a critical role strengthening the synergy between our internal program teams. The ideal candidate will deeply understand research as well as be a strategic thinker, a clear and compelling communicator, highly organized and detail oriented, a thoughtful and decisive manager and coach, as well as a curious and avid reader and consumer of data. The Chief of Core Programs will regularly represent the organization externally, at events, on panels, and in the media and is seen as the number two external spokesperson, after the Executive Director, on matters relating to policy and advocacy. The Chief of Core Programs will work closely with, advise, and report directly to the Executive Director of CT Voices.
MAJOR RESPONSIBILITIES

Cultivate, Assemble, and Lead a High-Impact Power Building & Advocacy Team:

- Responsible for articulating and driving a healthy, results-oriented team culture within the PB&A work, including modeling organizational values and translating a compelling vision into action.
- Recruit, hire, assess, supervise the PB&A team leaders and partner on problem solving and provide coaching and mentorship, as needed; and
- Ensure all PB&A team members have the skills, tools, support, input, and feedback they need to execute on our mission.
- In partnership with the Executive Director and Chief of Operations & Development, ensure the availability, alignment, and good stewardship of CT Voices resources in the short and long-term, setting priorities and designing programs that optimize the impact of CT Voices resources;

Lead on Executing Strategies for Impact, Guiding the Organization to Identify Gaps in the Field and Ideate Innovative Solutions that Drive Impact:

- Design, plan, and execute strategies to support growth and mission impact.
- Track progress made on all strategies and tactics, fail responsibly and quickly, resiliently try new strategies, rinse and repeat.
- Stay abreast of developments in relevant fields, including an ability to spot emerging gaps and opportunities for impact in advancing bold new policies and ideas that shift power and promote structural reforms to building a racially just democracy and economy, and elevate them as needed.

Represent CT Voices and Manage Effective External Relationships:

- Develop program strategies that help build power for and with Black and brown communities.
- Work to maintain, build, and extend partnerships in the service of CT Voices’ work and its commitment to core issues of eradicating poverty, advancing family economic security and ultimately building a multi-racial, just economy.
- Represent CT Voices at legislative hearings, events and panels, key stakeholder tables, philanthropic gatherings, etc.; and
- Deepen and grow strategic relationships with external partners within the economic justice movement as well as broader racial and social justice movements, political ecosystem, or other spheres to further position CT Voices as a leading resource for research, policy, and legislative advocacy that advance our agenda.

Integrate Policy & Advocacy and Coordinate Research & Power Building:

- Ensure cross-departmental work is aligned and within our strategic framework and plan.
  - Work collaboratively and proactively with leaders across CT Voices (directly with the PB&A team and indirectly with the R&P teams), to ensure priorities are successfully executed and objectives are met on time with integrity.
- Work collaboratively with colleagues across the organization to ensure alignment on all communications (e.g. research to advocacy one-pagers to grant applications) to support a sustainable program portfolio.
- Monitor processes and facilitate course-correcting guidance to ensure program effectiveness and impact within all teams and/or elevate them as needed.
- Working closely with the Executive Director and Chief of Operations & Development, meet with funders to describe our core programs, which includes but is not limited to maintaining a working knowledge of strategies and priorities. Translating our work into prose that can effectively be incorporated into applications and reports.

**Executive Leadership**

- Foster an organizational culture of collaboration, learning, and inclusion where all staff feel safe, seen, and supported.
- Represent the core programs (primarily PB&A as well as R&P) at Board meetings and ensure adequate support to Board Directors to ensure they have what they need to effectively execute on Board goals. This includes but is not limited to drafting memos and other documents for the Board.
- In close partnership with the Executive Director and Board, build on the long-term strategic vision of the organization; primary responsibility for implementing and adjusting programmatic strategies needed to integrate the organization's program issue area foci for public discourse and policy arenas, and being responsive to changing events. This includes but is not limited to driving organizational planning as necessary.
- Work closely with the Executive Director and other Chiefs on organizational crises, if and when they arise, working to adequately protect the organization and live our values.
- Execute on other tasks as assigned.

**SUCCESSFUL CANDIDATES WILL DEMONSTRATE THESE QUALITIES, SKILLS & CHARACTERISTICS**

- Throughout your career, you have developed a deeply collaborative, proactive, and action-oriented working style that promotes mutual accountability and inspires trust and confidence from colleagues, team members, and leadership. The most competitive candidates will have a minimum of 10-12 years of professional experience and a minimum of 5-7 years of management experience.
  - You develop and build up teams that seek new solutions, extract lessons learned from your failures and mistakes, recognize that your colleagues, teams, and peers bring a unique background and perspective to the work, and assume good intent from all.
  - You set and model high standards of excellence by providing timely feedback and recognition, developing opportunities for staff to take ownership of their work, and facilitating a workplace that encourages innovation and creativity.
  - You lead with a clear sense of ownership, follow through on commitments, and take personal responsibility for decisions, actions, and opportunities. As a collegial partner, you consistently develop mutual beneficial, cross-organizational, and cross-movement approaches while recognizing the unique voices and experiences of individuals and the collective.
As a seasoned people manager, you establish clear responsibilities, processes, and communications channels for monitoring work and measuring results, manage change and competing priorities with sound judgment, and assume good intent from partners, colleagues, and allies.

A visionary leader and creative thinker, you make calculated decisions, disrupt the status quo when it makes sense, and develop high-quality programs that are innovative, creative, and designed to amplify overall mission and impact. Drawn to opportunities to think differently, you are direct and truthful, learn quickly, experiment to find fresh solutions, follow through on your commitments, and are invigorated by the challenge of unfamiliar tasks.

Unafraid to take big risks, you drive impactful initiatives, forecast threats, and identify strategic opportunities to ensure that programs are both aligned with the organizational mission and on the cutting edge of economic justice research and advocacy.

You look forward and backward to set measurable benchmarks to achieve new labels of impact, consistently assess whether your programs and services are actionable, highly relevant, and primed to influence for impact; and effectively manage and communicate change to your teams, partners, core audiences, and program participants by exuding consistency between words and actions.

A culturally competent leader, you bring deep knowledge and understanding of economic justice research, policy and/or advocacy, understand how to leverage best practices and anticipate threats, and are compelled to champion CT Voices' vision, mission and values by demonstrating an unwavering commitment to economic, racial, and social justice. You possess a passion for CT Voices mission and fluency with core issues (again, through research, policy and/or advocacy, preferably all three).

You have the desire to work to build program strategies that help build power with and for Black and brown communities and you are highly skilled in forging cross-movement collaborative alliances. The most competitive candidates will have a minimum of 3-5 years of prior experience with movement building within our focus areas and/or a minimum of 3 consecutive years of lobbying experience.

You have exemplary writing, editing, analytical, and oral communication skills including the ability to collect, review, synthesize and present complex information and findings. The most competitive candidates will have published data-driven documents and/or research as well as also have media experience.

You have prior experience in a senior-level position and experience with foundation and individual giving. The most competitive candidates will have a proven track record of substantial and diverse fund development with experience cultivating and asking for major gifts.

You have a sense of humor and look for opportunities to seek joy in the work.

You are committed to advancing the whole rather than yourself. You have an optimistic outlook coupled with the integrity, kindness, and patience necessary to work within a transformative environment. You have a low ego and are willing to set aside a personal agenda in favor of organizational and/or community goals and objectives.
APPLICATION INSTRUCTIONS

Salary
The salary range for this position is $95,000 – $110,000 + generous benefits.

This position has the option to work hybrid some days of the week but most days will be in-person either in our New Haven offices or other locations throughout the state. This position requires the ability to travel within Connecticut regularly with occasional office hours that fall outside the regular workday.

Application
To apply, please send the materials listed below to: hr@ctvoices.org.

The subject line of the email should state “Chief of Core Programs: Last Name” and the attachments should be labeled as follows:

- Last Name-Resume;
- Last Name-Cover Letter;
- Last Name-Writing Sample

Materials
- Please provide an up-to-date resume/CV.
- Included in your cover letter should be an expression of why you are interested in working at Connecticut Voices for Children generally and the position specifically, as well as your desired salary.
- Your writing sample, written within the last three years, must demonstrate your ability to frame and express policies preferably in a relevant issue area (Ex. of a writing sample includes white paper, legislative testimony, etc.).
- While not necessary, we’ll take note of qualified candidates that also include a link to a video sample of them publicly speaking on relevant issue areas. If you would like to do this, please include your link in your cover letter.

Timeline
- Our hope is to fill the position by July 2024.
- We will give preferential treatment to complete applications received by March 15, 2024. However, the position will remain posted until filled.
- Qualified candidates will be notified of the interview process.

Connecticut Voices for Children is an equal opportunity employer, and as such, takes affirmative action to ensure that discrimination does not occur on the basis of race, creed, color, age, sex, national origin, marital status, sexual orientation, religious or political affiliation, disability, or any other classification considered discriminatory under applicable law. We strongly encourage people of color, people with disabilities, women, LGBTQ+ candidates to apply.