

# August Leadership

SEARCH & LEADERSHIP ADVISORY

POSITION SPECIFICATION

## Chief Program Officer

*February 2022*

Private & Confidential



The Food Research & Action Center (FRAC) improves the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions.



# About FRAC

The Food Research & Action Center (FRAC) is the leading national nonprofit organization working to improve public policies and public-private partnerships to eradicate hunger and undernutrition in the United States. FRAC achieves its goals through research, implementation and execution of its initiatives and awareness campaigns. The organization conducts research to document the impact of pressing social development matters and formulates effective solutions. The execution of its projects is done by providing coordination, training, technical assistance, and support on nutrition and anti-poverty issues to a nationwide network of advocates, service providers, food banks, program administrators and policymakers. FRAC also runs public information campaigns to help promote changes in attitude and policies. It works with hundreds of national, state and local nonprofit organizations, public agencies, and corporations to address hunger and its root cause, poverty.



# Position Overview

The Food Research & Action Center is looking for a Chief Program Officer (CPO) for their Washington, D.C. headquarters.

The CPO position reports directly to FRAC's President and will work closely with other senior leaders of the organization to drive strategy and innovation in ending poverty-related hunger to grow and advance FRAC's unique value proposition. The CPO must have experience working on anti-hunger issues and a commitment to racial equity, diversity, and inclusion. On a day-to-day basis, the CPO leads, manages, and coordinates the work of multiple program areas and is responsible for ensuring successful cross-coordination between program areas and with other departments. The CPO is a skilled manager, with experience and comfort interacting with senior executives. The CPO is nimble, transparent, and thrives in a participatory leadership environment.

## WHAT'S ATTRACTIVE TO THE RIGHT CANDIDATE?

- This position will work directly with FRAC's president and senior executives and has a seat at the table to help shape the organization's future
- This team member will play a critical role in helping implement the organization's new strategic plan
- This position is critical to the organization and will manage a broad portfolio of responsibility
- You will be joining an effective, committed, high-performing group of colleagues who are well-regarded in the community
- We are financially stable with a track record of effective fund development and a plan for continued growth



# Key Responsibilities

## PROGRAM STRATEGY AND LEADERSHIP

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- Work in collaboration with FRAC's president and the leadership team to implement FRAC's strategic vision that will inform short- and long-term program goals consistent with FRAC's strategic plan and available financial resources
- Embed principles of diversity, equity, and inclusion within all FRAC's programmatic offerings consistent with FRAC's Racial Equity, Diversity and Inclusion Strategic charter and work plan
- Work with Government Affairs unit to develop policy strategy and recommendations for the President
- Ensure programs are aligned and coordinated and barriers to collaboration are reduced to ensure consistency and produce results
- Support fundraising efforts for the organization, including working with development staff to craft strategies that will engage new funders and donors
- Broaden and strengthen how FRAC articulates over-arching, cross-cutting and programmatic strategies or positions aligned with FRAC's values and goals
- Build on FRAC's leadership on the federal nutrition programs and develop new areas of work around root causes, and research areas
- Be conversant with FRAC's programs, positions, strategies, and goals across all program areas and effectively serve as a representative and spokesperson for the organization
- Increase opportunities for FRAC's network to engage on these portfolios of work
- In conjunction with the leadership team, establish annual program, departmental and staff goals, metrics, and objectives and track results against these goals
- Monitor and evaluate program activities on a regular basis

## STAFF MANAGEMENT

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- Build and manage a highly effective and cohesive program team that delivers on FRAC's priorities for the people impacted by hunger
- Monitor team performance and carry out supervisory responsibilities, including assigning and directing work, evaluating performance, and delivering timely and constructive feedback in accordance with policies and applicable laws
- Ensure clarity around decision-making authority both within departments and among members of cross-departmental teams
- Provide leadership to directors in assessing programmatic priorities, projects, and activities and their feasibility and priority in attaining the organization's mission
- Mentor and work closely with directors to build their skills and confidence so that they can supervise, evaluate, mentor, encourage and motivate staff
- Deploy resources efficiently and effectively toward organizational goals, working with directors to balance workload and effort, and provide regular feedback to spur continuous improvement in supervision and mentoring skills
- In conjunction with directors, develop and implement staffing plans to align staff expertise and capabilities with responsibilities and to achieve program goals and objectives
- Work with directors and the human resources team to identify and shape new positions when appropriate and participate in hiring decisions for new program staff

## BUDGET MANAGEMENT

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- Work closely with the finance department to budget and monitor programmatic operations to ensure sound fiscal and system management
- Work closely with the finance department to establish and implement grant administration protocols and procedures
- Oversee the budget development process for departments under the CPO's supervision and maintain a high level of fiscal responsibility

## Qualifications

- Demonstrated accomplishments in a senior management role, with a proven track record in building and managing effective teams
- Demonstrated commitment to the principles of racial equity, diversity, and inclusion and experience in implementing these principles in program areas
- Effective team leadership and managing change skills while balancing competing priorities strongly desired
- Demonstrated ability to mentor and coach senior staff members and coordinate between multiple programmatic areas.
- Demonstrated commitment to working for social justice
- Experience in program development and management and have a sophisticated understanding of and interest in FRAC's public policy areas (Federal, State and City levels preferred)
- A strategic mindset and ability to connect programs to organizational goals and outcomes
- Proven results leveraging available resources effectively to meet program objectives and exceptional program, budget, and grant management skills
- Ability to exercise sound judgment, make timely decisions and advise staff on multiple projects, priorities and deadlines while providing timely, comprehensive feedback
- Possess a proven ability to work collaboratively as part of a team and an interest in building a strong organizational culture
- Display excellent and versatile oral and written communications skills including the ability to summarize detailed information
- Demonstrate an ability to demonstrate respect, professionalism, and sound judgment clearly and consistently with all people
- Exercise high and strict levels of confidentiality and use professional judgment and discretion
- Have a familiarity with Outlook, Microsoft Office Suite, G-Suite, Slack and other social media and web-based applications

*FRAC has expressed interest in candidates with lived expertise with hunger or poverty who can contribute to the diversity of the organization.*

## SALARY/BENEFITS

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- Salary commensurate with experience. Generous leave, health, retirement, and other benefits

# Expressing Interest

August Leadership, a global firm with a leading Social Impact/Non-profit practice has been exclusively retained for this engagement. Leading the search are Nicole Kamaleson and Kristina Kalkman, Partners in the firm. They will be supported by a team of consultants and researchers. To make recommendations or to express your interest, please email to [frac@augustleadership.com](mailto:frac@augustleadership.com) - All inquiries and discussions will be considered strictly confidential.

August Leadership and FRAC are an equal opportunity, affirmative action employers and are firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability or ethnic or national origin.

## Nicole Kamaleson

**PARTNER – LEAD PARTNER**

+1 (312) 877 0830

[NICOLE.KAMALESON@AUGUSTLEADERSHIP.COM](mailto:NICOLE.KAMALESON@AUGUSTLEADERSHIP.COM)

## Kristina Kalkman

**PARTNER – LEAD PARTNER**

+1 (503) 867 6375

[KRISTINA.KALKMAN@AUGUSTLEADERSHIP.COM](mailto:KRISTINA.KALKMAN@AUGUSTLEADERSHIP.COM)

For more information please contact:

## Sundus Akif

**RESEARCH CONSULTANT**

[SUNDUS.AKIF@AUGUSTLEADERSHIP.COM](mailto:SUNDUS.AKIF@AUGUSTLEADERSHIP.COM)

## Yareni Aguado

**RESEARCH CONSULTANT**

[YARENI.AGUADO@AUGUSTLEADERSHIP.COM](mailto:YARENI.AGUADO@AUGUSTLEADERSHIP.COM)

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275 MADISON AVENUE, SUITE 1500

NEW YORK

NY 10016

[AUGUSTLEADERSHIP.COM](http://AUGUSTLEADERSHIP.COM)

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