

# JOB DESCRIPTION



**Job Title:** Chief Project Officer  
**Reports To:** President & Chief Executive Officer  
**Status:** Full-Time, Exempt  
**Salary:** DOE + Benefits

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*Fresno Building Healthy Communities does not discriminate on the basis of race, color, religion, origin, gender, national origin, age, marital status, military service, disability or sexual orientation. Reasonable accommodations provided upon request. All applicants tentatively selected for this position will be required to pass a background screening and submit to any required tests to screen for drug and alcohol use prior to employment.*

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## ORGANIZATION BACKGROUND

Fresno Building Healthy Communities (Fresno BHC) works with community leaders, non-profit and faith-based organizations, and policymakers to foster and encourage thriving communities where all children and families can live healthy, safe, and productive lives.

Fresno BHC's work is grounded in the underlying belief that social, environmental, political, and economic factors together have an impact on the health and wellbeing of individuals and community as a whole. Fresno BHC works to continually engage a diverse constituency across the Central Valley around issues related to education, health, land-use, youth leadership, civic engagement, and community development, with special focus on residents living in central, southeast, and southwest Fresno.

Representing more than 97,000 south Fresno residents, Fresno BHC is building a movement to change policies and systems in order to create *One Healthy Fresno* for everyone.

## POSITION DESCRIPTION

The Chief Project Officer (CPO) serves as a critical member of the executive management team. In collaboration with the President & CEO, the CPO will articulate and implement the strategic vision and leadership of Fresno BHC; oversee a significant portfolio of projects and related services; evaluate the effectiveness of projects to provide ongoing feedback; help to promote and diversify funding through effective resource stewardship; raise the organization's profile through external communications; provide mentoring, guidance, supervision, and professional development to all leadership staff; and enhance the structure of the organization by staying abreast of developments in Public Health and Social Justice sectors.

The CPO will oversee a project portfolio that includes: 1) Public Health administration and policy; 2) environmental justice and land use; 3) community economic development; 4) outdoor access and equity; 5) housing and transportation; 6) community justice; 7) education; and 8) civic engagement and leadership development.

The CPO will also engage the Board of Directors frequently under the direction of the President & CEO.

## RESPONSIBILITIES

1. In coordination with the President & CEO and executive team, play a key role in the overall development, strategic planning, service delivery, and management of the organization across multiple areas of focus and departments.
2. Directly supervise project directors, managers, specialists, and other support staff; working closely with senior project staff to build their skills and confidence so that they can mentor, encourage, and motivate all staff. Provide assistance and guidance on how to troubleshoot project and staff performance challenges. Mentor staff on how to proactively engage in planning to improve project management.
3. Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.

4. Create and support a high performing culture in the project department aligned with Fresno BHC's core values. Nurture a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating organization vision, implementing yearly staff development plans, and mentoring. Coordinate with the Chief Administrative Officer (CAO) to identify and create leadership and professional development opportunities for Fresno BHC staff.
5. Ensure effective communications and collaboration; identify, develop, and maintain strategic alliances with community-based organizations, government agencies, and other stakeholders; convene action teams, maintain regular communication channels, and disseminate timely information.
6. Work with the Chief Learning Officer (CLO) to establish annual program, departmental and staff goals and objectives and track results against these goals as well as accountability protocols.
7. Support fund development efforts through the promotion and execution of Fresno BHC's annual fundraising event, proposal writing and partnering with the President & CEO to steward funding relationships. Coordinate with the Executive Team on developing new program ideas and pilot projects, including integrating successful pilots into the project department.
8. Participate in the budget development process and maintain a high level of fiscal responsibility.
9. Respond quickly to strategic initiatives that advance measurable change in issues that impact community health status, to promote public health systems change to reduce inequity, and to complete organizational development projects.
10. Under the direction of the President & CEO and advisement of the CLO, implement Fresno BHC's strategic plan, as well as develop and implement new initiatives that reflect the organization's mission.
11. Represent Fresno BHC and Fresno BHC's President & CEO, on relevant committees and task forces, as well as at speaking engagements, conference panels and trainings.
12. Oversee the coordination, integration, and delivery of all projects, contracts, and related services, promoting collaborative relationships between project areas and ensuring that the expectations of funders, partners, constituents, clients, and other stakeholders are consistently met.
13. Respond to government and foundation requests for proposals and applications in partnership with the Executive Team; coordinate planning and activities necessary for development of model project designs in response to RFPs and RFAs.
14. Work closely with the CAO to budget and monitor programmatic operations to ensure sound fiscal and system management.
15. Ensure the delivery of qualitative and quantitative goals and outcomes of programs and services.
16. Coordinate and analyze the appropriate data to inform the programmatic and operational decision-making process. Use data systems platform to increase Fresno BHC's efficiency, transparency and collaborative efforts among teams.
17. Determine staffing plans to achieve project goals and objectives and participate in hiring decisions for new project staff.
18. Develop an assessment protocol to determine the feasibility and sustainability of projects as well as lead to more effective and efficient service delivery.
19. Analyze and assess programs based on data collected and implement corrective measures if required.
20. Participate in assigned local, regional, and statewide activities; travel as needed.
21. Maintain flexible hours as frequent meetings and project activities occur outside normal office hours, on weekends, and in various locations.
22. Other duties as assigned.

## **REQUIREMENTS**

The Chief Project Officer must be a strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders. The CPO must have at least 8 years leadership experience in a nonprofit, government, or philanthropy, overseeing multiple projects/programs or contracts, ideally at an organization working with communities of color. They must be comfortable leading a team, be detail oriented, highly efficient, and able to lead several projects at once. They must have a commitment to the advancement of community and population-based health solutions along with a passion for innovative and unconventional work. The CPO must have a high level of adaptability and out-of-the box thinking and be comfortable re-designing workflow processes based on emerging results. They must be able to meet the responsibilities of the position, deadlines on a regular basis and meet high-quality standards on all project activities and materials.

Must be a graduate from an accredited college or university with a bachelor's degree in a related field and demonstrated ability to successfully implement community-based initiatives/programs.

Must possess a valid California Driver's License and verifiable automobile insurance and have the use of a reasonably reliable automobile for use on the job, ability to pass background checks including LiveScan fingerprinting, and must be able to occasionally lift up to 40 pounds.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Deep interest in and commitment to the vision, mission, and work of Fresno BHC.
2. Strong knowledge of community assets in the Central Valley and awareness of socio-cultural characteristics of population served by Fresno BHC.
3. Strong community awareness and astuteness.
4. Demonstrated experience managing a high-performing team in a multi-site structure to include professional development and mentorship.
5. Comprehensive working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising.
6. Display a high degree of initiative, integrity, loyalty, accountability, creativity, and good judgment; excellence in professionalism with the ability to maintain strict confidentiality.
7. Demonstrate a clear understanding of social impact change and social determinants of health.
8. Expertise in one or more of the following service areas: education, youth development, Public Health, environmental justice, land use, community economic development, outdoor access and equity, housing, transportation, community justice, civic engagement, and/or leadership development.
9. Demonstrated ability to analyze and compile complex data for planning and reporting purposes.
10. Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.
11. Ability to successfully navigate in a fast-paced, outcomes-driven, and entrepreneurial environment.
12. Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
13. Ability to develop and maintain effective working relationships with co-workers, partners, and people from diverse backgrounds and communities.
14. Excellent organization and attention to detail; ability to prepare timely, proper, clear, and concise comprehensive reports, summaries, abstracts, correspondence, and other documentation.
15. Ability to balance leadership and management roles within a growing organization.
16. Ability to manage multiple projects simultaneously and within budget; understand and analyze financial statements and projections.
17. Ability to identify, evaluate, problem solve, think critically, and give direction.
18. Ability to understand and carry out oral and written instructions.
19. Knowledge of general office practices, procedures, and terminology.
20. Familiarity with and ability to operate modern office equipment including computer hardware, software, copy machines, scanners, multi-line phone systems, internet and web-based applications, proficiency in Microsoft Office Suite, Adobe, data management products.
21. Ability to speak, read, and write a second language is highly preferred.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands and fingers. The employee frequently is required to stand, walk, sit, reach with hands and arms, kneel, talk, and hear. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The position typically works indoors in an air-conditioned office, with a mixture of natural, incandescent, and florescent light. Typical noise levels are muted by acoustic ceilings, carpets, and sound-deadening wall panels. Frequently, the position is called upon to work outside of the office at a public meeting or event. Some of these occur indoors, while others occur outside with exposure to weather and temperature extremes and moderate noise levels. This position requires travel and the ability to interact with others in both small and large group settings. At times, this position may include periods of extended physical activity, such as walking/standing at community events and/or moving and setting up

equipment. The employee is frequently required to meet multiple demands from several people. The CPO may experience added pressure from being exposed to difficult or controversial situations.

*NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job, so long as those accommodations do not create an undue hardship for the company. However, regular attendance and promptness are considered part of each employee's essential job functions.*