



# Job Description – Chief Program Officer

Department: Men's & Women's/Children's Ministries  
Position Title: Chief Program Officer  
Employee Name:

---

## **JOB SUMMARY**

The Chief Program Officer provides strategic leadership, direction and oversight over all of Hope Ministries' programs and services to homeless men, women and children, in accordance with the intent and directives found in its Articles of Incorporation, Bylaws, Statement of Faith, Mission Statement and Core Values.

The Chief Program Officer is accountable to, and reports to, the President. He/she provides direct supervision to the Director of Men's Ministries, the Director of Women and Children's Ministries, the Outreach Case Manager and the Food Services Supervisor.

## **RESPONSIBILITIES**

- Direct, manage and oversee all programmatic functions of Hope Ministries to include: Men's Ministry, Women & Children's Ministry, Hope Ministries' Outreach and drop-in-center, and food services, including Hope Café.
- Supervise and oversee, directly or indirectly, the activities and work performance of all program staff members within the organization.
- Ensure that Hope Ministries' culture is carried out and espoused throughout the organization.
- Responsible for assisting the President in the preparation of the annual budget, and for the administration of all elements of programming budgets within approved parameters.
- Administer, evaluate, and report on all program areas throughout the organization.
- Provide leadership toward the continuous development and implementation of short and long-term strategic program objectives.
- Works in a spirit of cooperation and mutual assistance with all other staff members of Hope Ministries and its subsidiaries.
- Participates in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Carry, maintain, and utilize a company-provided cell phone or smart phone to conduct the responsibilities of this position to include: being reachable during business and off hours during weekdays and weekends should the need arise, and checking and responding to emails or text messages in a timely manner to ensure that priorities are met.
- Other duties as assigned by the President and CEO.



# Job Description – Chief Program Officer

## QUALIFICATIONS

- **Spiritual Qualifications:** Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless.
- **Education:** Bachelor’s degree or equivalent in the Social Sciences, Business Administration/Management, Theology/Ministry, or any relevant field of study. Master’s degree preferred.
- **General Experience:**
  - **Required:** At least 3 years of previous management/leadership experience.
  - **Demonstrated proficiency in Microsoft Word and Excel.** Excellent verbal and written communication skills.

**Reports to:** Cole Lindholm, President

**Salaried/Exempt**  \_\_\_\_\_

**Hourly/Non-exempt** \_\_\_\_\_

**Work Schedule:** 40 hours per week: Monday-Friday, 8 a.m.-4:30 p.m.; occasional evening and/or weekends as needed to fulfill the requirements of the position.

I understand and agree with Hope Ministries’ Mission Statement, Core Values and Statement of Faith.

Signature of Chief Program Officer (CPO) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_