GIRLS LEADERSHIP

All kinds of powerful.

CHIEF PROGRAM OFFICER

About Girls Leadership

Girls Leadership is a national training nonprofit organization with a mission to equip schools and youth-serving organizations with the resources and training to create environments where girls exercise the power of their voice and are inspired to lead. Girls Leadership uses social emotional learning (SEL) to support girls' leadership development and trains the influential adults who work with them to apply SEL in ways that address the gender expectations and racial biases that can limit girls' opportunities to lead.

Position Overview

The Chief Program Officer (CPO) is a senior organizational leader responsible for the vision, strategy, quality, impact, and sustainability of Girls Leadership's program portfolio.

The CPO leads the development and execution of an integrated program strategy spanning curriculum, professional learning for adult influencers, training and facilitation, partnerships, innovation, and evaluation. The CPO ensures that programs reflect Girls Leadership's theory of change, evidence-informed social emotional learning practices, and understanding of how gender and race shape girls' experiences, opportunities, and leadership development.

The CPO leads and develops the program team, establishes systems for program quality and continuous improvement, and guides decisions about program investment, innovation, scale, and sustainability. This role requires the ability to translate strategic priorities into actionable plans, develop strong leaders, evaluate program effectiveness, and make thoughtful decisions about resources and organizational capacity. The CPO supervises a remote team of 3 program directors and 6-10 on-call part-time training facilitators.

As a member of the senior leadership team, the CPO reports directly to the CEO and works in close partnership with colleagues across Fund Development, Partnerships/Sales, Marketing/Engagement, and Operations to align programmatic priorities with organizational strategy, community needs, funding opportunities, earned revenue, and available resources.

The ideal candidate combines strategic vision with strong execution, excels at developing people and systems, and uses evidence, learning, and sound judgment to advance Girls Leadership's mission and long-term impact.

Key Responsibilities

Program Strategy & Organizational Leadership

- Develop and lead the execution of an integrated program strategy
- Evaluate program relevance, effectiveness, demand, organizational capacity, and financial sustainability.
- Lead programmatic prioritization and resource-allocation decisions, balancing mission impact, program quality, staff capacity, and available resources.
- Contribute to organization-wide strategy, planning, culture, decision-making, and long-term sustainability as a member of the senior leadership team.

People Leadership & Team Development

- Lead, supervise, coach, and develop program directors and other program staff and foster a collaborative, creative and learning-oriented team culture
- Ensure program staffing, roles, responsibilities, and organizational structures align with strategic priorities, program needs, and available resources.

Program Design, Innovation & Development

- Provide strategic oversight of program design, curriculum development, training content and models, facilitation approaches, and program innovation.
- Oversee program materials development and production.
- Identify opportunities to scale programs while maintaining quality, effectiveness, and fidelity to core program models.

Budget, Resource Allocation & Sustainability

- Collaborate with senior leadership in developing the annual organizational budgeting and long-range financial planning.
- Develop and manage the $75,000 annual program budget.
- Collaborate with Partnerships/Sales to align the program strategy with earned revenue opportunities.
- Partner with Fund Development to articulate program outcomes and impact in support of grant proposals, donor communications, fundraising, and organizational storytelling.

External Partnerships & Thought Leadership

- Represent Girls Leadership's programmatic expertise and approach in meetings with external partners, funders and other stakeholders.

- Support the stewardship of existing partner relationships.
- Contribute programmatic expertise to external presentations, conferences, and other opportunities that advance Girls Leadership's mission and visibility.

Cross-Organizational Collaboration

- Partner with Operations to align program strategy, staffing, systems, logistics, and infrastructure with organizational priorities and available resources.
- Collaborate with Marketing/Engagement to develop clear messaging and email and social media communications.

Required Qualifications

Leadership & Management

- Bachelor’s degree or higher in education, social work, organizational leadership, or a related field.
- At least seven years of progressively responsible experience in program leadership, including substantial experience supervising and developing staff
- Experience leading cross-functional initiatives, managing budgets and resources, and strategic planning.

Program Strategy & Design

- Deep knowledge of social emotional learning, youth development, and/or related educational frameworks, with demonstrated experience applying these frameworks to program design and adult learning.
- Experience in curriculum development and strong writing and editing skills.
- Experience developing professional learning or training content for adults.
- Strong facilitation skills and experience training adults both in person and online.

Mission & Values

- Demonstrated understanding of how gender and race influence girls’leadership development.
- Demonstrated ability to represent an organization's work, expertise, and mission effectively with external stakeholders.

Evaluation, Systems & Resource Management

- Experience using qualitative and quantitative data to evaluate programs, assess outcomes, and drive continuous improvement.
- Strong project management, organizational, and systems-building skills.

Preferred Qualifications

The ideal candidate will also have:

- Experience with design-thinking, educational theater, play-based learning, experiential education, or other creative approaches to youth development and education.
- Experience scaling programs while maintaining quality, consistency, and fidelity to core program models.
- Experience with earned revenue, fee-for-service, or other financially sustainable program models.

Work Location

Location: Remote (United States)

Geographic preference: While this is a remote position, our organization has a preference for candidates who reside in and have professional networks within the San Francisco Bay Area, Chicago or the greater New York City metropolitan area. However, candidates outside those areas are encouraged to apply.

This primarily remote position does require occasional in-person work and travel for presentations, conference representation, and trainings. Additional travel may be required for organizational meetings, staff retreats or external partnership development.

Compensation & Benefits

The annual salary for this position is **$145,000** (Fixed, Full-Time Exempt)

Benefits include:

- Health insurance with 99% of the employee premium covered.
- Optional dental and vision insurance.
- Two weeks of accrued vacation time.
- Five paid sick days per year.
- Eleven paid holidays per year.
- Four additional weeks of paid wellness closure per year: two weeks in December and two weeks in July.
- A 401(k) plan available after one year of service.
- Life insurance coverage.

Equal Opportunity Employer

Girls Leadership is an equal opportunity employer and considers qualified applicants without regard to race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran status, or any other basis prohibited by applicable law.

How to Apply

Please submit a resume and cover letter in Word or PDF format to **hiring@girlsleadership.org**.

Please use the subject line: **Chief Program Officer**

Application deadline: Open until filled; however applications received by November 1, 2026 will receive priority consideration.