



## **Chief Program Officer**

The Squash and Education Alliance seeks a dynamic and talented leader for the newly-created position of Chief Program Officer. Reporting to the Executive Director, the Chief Program Officer (CPO) will serve as a critical member of the leadership team and will collaboratively implement and operationalize SEA's strategic plan. The CPO will lead SEA's 7-person programming team, overseeing a portfolio that includes (1) squash initiatives and events, (2) educational and career readiness programs, and (3) member organization services. The CPO will ensure that SEA executes with intentionality and excellence, while providing ongoing feedback and evaluating the effectiveness of SEA's initiatives. The CPO will work with SEA's Board of Directors and serve as an effective #2 for the organization.

The CPO will play a key role in bringing SEA's ambitious five-year strategic vision to life, leading student facing programs and services that aim to grow SEA's network-wide enrollment from 2,000 to 4,000 students, increase college graduation rates, double the number of SEA students who play college squash, and expanding the network to five new U.S. cities.

### **Team Leader & Management**

The CPO's 7-person program team – which constitutes just over half of what is expected soon to be SEA's 12-person staff – will include the Director of Educational Programming, Director of College and Career, Director of Squash Events, Squash Events Coordinator, Senior Director of Member Program Support, and Management Analyst. The CPO will serve as a sounding board and resource for these staff and promote a culture of inclusivity, high performance, and continuous learning and improvement. Responsibilities include:

- Lead team in long-term program planning, establishing clear goals
- Support a high performing culture aligned with SEA's vision, mission, and principles
- Foster an inclusive environment where staff are motivated and inspired to work collaboratively, communicating SEA's vision and implementing staff development plans
- Deploy resources efficiently and effectively toward organizational goals
- Participate in the budgeting process and maintain a high level of fiscal responsibility
- Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new SEA program staff, as needed
- Ensure the delivery of qualitative and quantitative goals and outcomes of SEA's initiatives, events, and programs

### **Programming**

The CPO will oversee member program reviews and the coordination and delivery of all of SEA's squash, education, and career readiness initiatives and events. As the leader of the program team, the CPO will ultimately be responsible for the planning and execution of:

**Squash Tournaments:** SEA supports and funds one-day regional tournaments and organizes and runs SEA's six marquee tournaments, including Team Nationals (Philadelphia, February), Individual Nationals (Williams and Amherst Colleges, June), Great Lakes Invitational (Detroit or Chicago, October), Midwest Championships (Kenyon College, July).

**Squash Camps:** SEA hosts three High Performance Training Squads (4-5 day each) during the school year and one 4-week summer camp at a boarding school campus, each of which brings together between 20 and 30 students.

**Educational Programs:** SEA organizes the 10-day Changemakers Tour each July and annually provides scholarships to 50+ students to attend overnight summer schools on boarding school and college campuses.

**Post-Secondary Support:** SEA identifies and shares college success and career readiness best practices to college students and member program staff, and provides scholarships and financial aid to alumni.

**Reports and Analysis:** SEA annually reviews and analyzes data from our 23 member organizations and reviews member organizations every three or four years.

**Staff Retreats:** SEA organizes staff retreats for individual groups of member program staff (coaches, academic directors, post-secondary staff, etc.) twice a year, annually hosts a Leadership Assembly for senior staff and board members across the network, and biennially holds a network-wide staff conference.

### **Skills & Qualities**

- Positive, can-do attitude, exemplary work ethic, and relentless determination to succeed
- Strong management skills and an enthusiasm for management
- Ability to oversee multiple people and numerous projects concurrently
- Excellent communication skills, written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies
- Strong relationship builder with the ability to find common ground, build consensus, and strengthen collaboration among diverse stakeholders
- Ability to navigate a fast-paced, outcomes-driven, and entrepreneurial environment
- Passion for SEA's mission and belief in the principles and goals of SEA's strategic plan

### **Experience & Qualifications**

- Bachelor's degree
- 10+ years of work experience in nonprofit, education, sport or philanthropy, overseeing multiple programs ideally at an organization serving underrepresented youth
- Demonstrated experience managing a high-performing team
- Familiarity with squash is not required, but highly desirable; similarly, prior experience as a staff member or volunteer in the SEA network is a big plus

**Hours and Travel:** SEA staff currently have the option to work remotely two days a week (Thursday and Friday). As a member of SEA's leadership team, the CPO will be, as needed, expected to work outside of traditional hours and a more regular presence in the office, including on select Thursdays and Fridays. The CPO is expected to attend SEA events and visit SEA's member organizations.

**Compensation:** \$125,000-\$150,000. Benefits include 4 weeks of vacation annually, health insurance, and, after one month of full-time service, a 401K matching plan.

**Start date:** As soon as possible

**SEA** is the umbrella organization of a network of 19 U.S. nonprofits and 5 international affiliate organizations that combine squash, academics, mentoring, travel, college support, and career readiness for more than 2,500 young people. Ninety-four percent of the high school graduates of our U.S. member programs matriculate to college, one-third attend top-100 ranked colleges, and more than two-thirds earn degrees in six years or less. SEA leads this network by launching new programs, promoting best practices to ensure the highest quality programming among member organizations, and providing additional educational and athletic experiences for students and alumni. Over the course of the year, SEA organizes dozens of tournaments, camps, educational programs for students, and conferences for staff and board members.

**To apply:** Please send a resume and cover letter to search firm Masis Professional Group at [lxaba@masisprofessional.com](mailto:lxaba@masisprofessional.com) with "SEA Chief Program Officer" in the subject line.

*SEA is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.*