

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Chief Impact Officer
DIVISION/OFFICE: Executive Office
BULLETIN No: 08082019
SALARY RANGE: Commensurate with Experience
OPENING DATE: August 14, 2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Drive the execution of community impact and decisions throughout the organization that influence data collection and assessment; growing branding platforms and the synthesizing of information that influences stakeholders to give, advocate and volunteer. The CIO works closely with the CEO, Executive Team colleagues, Board, and committees of the Board to ensure alignment between UPO’s practices and its strategic impact objectives.

CRITICAL FUNCTIONS AND DUTIES:

Executive Functions and Operations

- Serve as a member of the Executive Team, which includes participating in policy development and management decisions for the organization, interaction with the Board of Directors, and modeling the core values of the organization.
- Leads organization-wide strategic and operational planning, ensuring vision is realized through clear prioritization and high impact operational execution.
- Recommends key indicators of programmatic success to CEO and Board in alignment with strategic goals and leads the collection and dissemination of program information to ensure we are meeting our organization wide goals.
- Manages outcomes/indicators development, refinement, implementation, measurement and evaluation of strategic plans of reporting offices.
- Serve as the CEO Liaison in selected areas and provides monthly reporting’s to CEO as applicable.

Supervision and Team Management

- Provide supervision for the Office of Technology and Information Systems, Development and Communications, and Performance Measurement and the Advocacy Division.
- Implement a Management by Objective Logic Model to outline expected outcomes and identify roles of all staff supervised.
- Provide direct supervision of Division Heads who are responsible to lead projects within an integrated services system.

Vacancy Announcement - 08082019
Chief Impact Officer
Page Two

Public Engagement

- Oversee the development and execution of the agency's public engagement strategy.
- Interfaces with media outlets on behalf of CEO or agency as needed.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public policy, social policy, public administration, business administration or related fields is required. Minimum of five years' progressive, relevant work experience including executive management, strategic planning and program implementation Familiarity with the field of social impact and related sectors such as non-profit management, social entrepreneurship, corporate social responsibility, and philanthropy. Excellent interpersonal skills. High comfort level with business data systems and proficient in knowledge of MS Office (Word, Excel, Outlook and Power Point).

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

DESIRED QUALIFICATIONS:

Minimum qualification plus advanced degree in one of the content areas preferred; ten years' progressive experience; professional experience in Community Action; and development and implementation of business data systems; experience developing and experience in the development of organizational communications strategies.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This position *IS NOT* in the collective bargaining unit of the CWA Union.

To be considered for this position:

**Submit your resume to upojobs@upo.org or fax your resume to
202/319-3237.**