



Founded in 2012, The COMMIT Foundation's mission is to empower service members, veterans, and their families through personalized programs, resources, and the support of our community to create purposeful and fulfilling transitions. The COMMIT Foundation is changing the way veterans and corporate America think about military transition by providing high touch transition support that becomes the standard nationwide so veterans in all communities can access services helping them identify their passions, build strong networks, and leverage their skills in civilian careers.

The COMMIT Foundation seeks a full-time Chief Programs Officer (CPO) to join the team. The CPO serves as a critical member of COMMIT's C-Suite. In collaboration with the CEO and COO, the CPO is responsible for developing and implementing COMMIT's strategic programmatic vision, managing program execution, and supporting organization-wide efforts to evaluate program effectiveness and potential innovations. This position reports to COMMIT's Chief Executive Officer.

Success Factors:

- Conduct a thorough review of all current programs, delivery methods, and supporting impact data and make recommendations for strategic growth of COMMIT's programs in alignment with COMMIT's mission and vision.
- Improve usability, processes, and staff discipline for Salesforce to support development, mentoring, networking, and alumni feedback improvements.
- Improve awareness of our programs and implement a diverse program participant outreach and recruitment strategy.
- Conduct thorough review of contracted programmatic support, assess alignment with programmatic strategy and build an ecosystem that meets the needs and diversity of our program participants, fosters team building between staff and contractors, and ensures effective information flow throughout the entire team.
- Support development efforts through effective data and narrative capture of ongoing program successes and lessons learned to ensure relevant feedback to COMMIT supporters.

Key Responsibilities:

Leadership, Staff Management and Programmatic Strategy

- In collaboration with COMMIT's executive leadership, CPO will play a key role in the overall development, strategic planning, and service delivery of COMMIT's programming, and management of programmatic staff.
- Directly supervise one-on-one and workshop programmatic staff, working closely

with program staff to build their skills to ensure high level programmatic delivery.

- Oversee and manage assessment, recruitment and maintenance of Executive Coaching consultants, ensuring diversity of experience and background in the team of coaches.
- Provide assistance and guidance to staff on how to troubleshoot program and staff performance challenges. Mentor program staff on how to proactively engage in planning and development to ensure continued growth in program management, content and presentation.
- Deploy resources efficiently and effectively in alignment with organizational goals, working to balance workload and effort, and provide regular feedback so that key staff can continuously improve.
- Establish annual programmatic KPIs that align with Organizational and CEO Objectives. Ensure individual staff goals and objectives are aligned and track results against these programmatic and organizational goals.
- Participate in the budget development process. Develop and maintain the programmatic budget. Look for and create programmatic delivery cost efficiencies.
- Support development efforts through creating and stewarding partnerships that lead to sponsorship of transition mentoring workshops and other program services.
- Support the identification and stewardship of relationships with programmatic partners and supporters.

Program Planning, Oversight and Evaluation:

- Maintain high value, personalized and innovative programming.
- Oversee the coordination, integration, and delivery of all programs and related services, promoting collaborative relationships between program services and ensuring that the expectations of funders, partners, clients, and other stakeholders are consistently met.
- Work closely with the COO to budget and monitor programmatic operations to ensure on budget program delivery.
- Coordinate and analyze the appropriate data to inform the programmatic decision making process. Use Salesforce CRM platform to increase COMMIT's efficiency, transparency and collaborative efforts among teammates.

- Develop staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.
- Work with the Senior Director for Education to analyze and assess programs based on data collected. Implement corrective measures, if required.
- Support development of social media and marketing for Transition Workshops in coordination with Communications and Marketing teammates.
- Collaborate with the Senior Director of Education on program evaluation surveys to include pre-service, post-service, alumni, and mentor surveys and how the data can be used to make decisions about programming.

Other Key Requirements

- Maintain industry knowledge and awareness; remain current on key developments, initiatives, and trends in the servicemember and veteran transition space as well as wider trends and research regarding personal transition and executive coaching.
- Other duties as assigned

Qualifications:

- Bachelor's Degree required; Master's degree preferred
- Minimum of 5 years leadership experience in a nonprofit, government, or philanthropy, overseeing multiple programs
- 5 years of military experience or equivalent time working with veterans required
- Strong program management skills
- Experience with Salesforce CRM preferred; training will be provided
- Excellent oral and written communication skills
- Comfortable working with a diverse pool of veterans and corporate executives
- Excellent organizational skills and ability to consistently meet deadlines
- Ability to work in an ever-changing and distributed working environment
- Ability to travel frequently

Location: Remote

Compensation: Competitive salary with consideration given to level of experience

Benefits: Paid Time Off, Health Insurance, Matching IRA, Cell Phone Stipend

Apply: [Please click here to apply](#)

Equal Opportunity Employer

COMMIT is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. COMMIT strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy and sexual orientation), gender (including gender nonconformity and status as a transgender individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All COMMIT employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.