



**JOIN THE DevNW TEAM AS OUR Chief Program Officer**  
**(Salary Range \$88,500 - \$123,500 with benefits + flexible schedule)**

**DEVELOPING THRIVING COMMUNITIES**

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

**The Chief Program Officer's critical contributions to this work are the following:**

- **Provide high level leadership and strategic direction for the suite of DevNW programs that provide direct services to individuals and families, including financial wellbeing, first time homeownership, foreclosure prevention, disaster recovery, home repair/rehab/rebuilding, community health workers, housing navigation and rent assistance, and more.**
- **Ensure that our direct service programs are human-centered, collaborative, responsive to community needs and input, accessible to and inclusive of under-served communities, and having the intended impact of overcoming historic and systemic barriers to build assets and opportunities for individuals and families that have been excluded from financial, housing, and other systems.**
- **Maintain financial viability of major program areas, including developing new and existing funding sources, to ensure continued mission-driven impact.**
- **Cultivate a cohesive, innovative, supportive, and effective programs staff team, including ensuring that we have the right positions/capacity to best accomplish our program goals, and developing the leadership capability of directors, assistant directors, managers, and emerging leaders across the team.**
- **Provide collaborative organization-wide leadership to ensure that our programs and services work effectively with each other and with other DevNW departments, that the perspective of our programs team is integrated into organization-wide planning, and contributing to the overall mission and organizational health of DevNW**

**To excel in this position, you will need these essential lenses:**

- A deep understanding of systems of oppression, especially as they impact housing, health, and asset building, and a core belief that DevNW's programs and services (and overall mission) should be rooted in overcoming systemic inequality and injustice
- Strategic vision that can see and synthesize complex systems, how they relate to each other, and where the levers for change exist
- A focus on impact and results (not just widgets or outputs) that includes commitment to continuous learning and improvement, ongoing program evaluation, and feedback loops with diverse stakeholders
- A belief in the importance of inclusive relationships and collaboration in order to build systems of social justice

**It is CRITICAL that you have...**

- Minimum of 8+ years of experience\* within high level program or organizational leadership, including program development, implementation, evaluation, and management



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- Commitment to economic and social justice
- Experience thinking strategically and evaluating needs/opportunities from a variety of perspectives including the programs team, the larger organization, and the impact within our communities.
- Experience leading and supervising a team of 15-20+ staff, including direct supervision of managers and supervisors, conducting performance evaluations, and professional development of staff across all levels
- Budgeting and financial management experience with \$1M+ budgets, including ongoing programs as well as new program implementation and expansion.
- Contract management, compliance, and quality control experience, particularly amongst various funding sources (e.g. private funds, local/state funds, federal funding).
- Experience working within coalitions and developing and maintaining trusted partner relationships, including funders, elected officials, and other stakeholders; proven ability to collaborate with a wide variety of stakeholders to co-create solutions and strategies that advance a collective mission.
- Comfort moving between direct service programs and systems-level advocacy work and the ability to establish clear connections between the two (e.g. we need X policy change because we're seeing Y on the ground with our clients/residents).
- Strong commitment to communication (both internal and external) and an understanding of how storytelling adapts across audiences and modes.

\*can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities

**Example tasks/responsibilities for the CPO:**

- Participate as a member of the DevNW Executive Management Team, and provide expertise and thought partnership for strategic planning, establishing the annual budget and monitoring financial reports, addressing high level organizational development needs, etc.
- Provide direct supervision of Directors and Assistant Directors within the programs team, including weekly/bi-weekly check ins, professional development, and performance evaluations
- Lead collaborative strategic planning and visioning for the programs department
- Lead the annual budgeting process for the programs department; regularly review financial reports and offer course-corrections as needed; help the programs leadership team develop a deep understanding of budgeting and financial monitoring
- Working with the programs team, our Data Analyst and other leaders (within and outside the organization) to understand the impact of our programs/processes, implement continual learning and improvement systems, and oversee changes needed to better meet our mission
- Lead new program development or expansion, including staffing plans, budgeting, integration with existing programs, grants/fundraising planning and execution - collaborating with the CEO, programs leadership, our Senior Grant Writer and others within the org
- Represent DevNW and our programs at local and statewide events, committees, and roundtables, including with funders, elected officials, policy leaders, coalition partners, etc.



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**It is GREAT if you have...**

- A master's degree (or a bachelor's degree with more extensive work experience) in public policy, organizational development, or related fields.
- Experience or education in data analysis, program evaluation, or research; a working knowledge of these systems in order to collaborate with our Data Analyst to plan for program evaluation
- Experience with legislative advocacy, such as providing testimony, cultivating legislative champions, working with coalitions to advocate for policy changes and/or funding
- Education, training, and applied experience in any of the following: organizational development, change management, facilitation, project management, or related skills
- Grantwriting experience, or other experience communicating tailored messages to a specific audience in order to achieve a specific outcome
- Ability to read, write, and speak in Spanish
- Direct experience working with individuals and families to support them in achieving individual goals

**It is a BONUS if you also have...**

- Experience working within the field of asset building, including financial systems, homeownership, small business development or related sector
- Lived experience as a low-income individual and/or as a member of a community that has faced historical barriers to housing, asset building, small business development, etc.

**Apply for this opportunity to support DevNW's suite of programs and services by providing an introduction letter detailing your interest that includes the following by priority date October 31, 2022 to [careers@devnw.org](mailto:careers@devnw.org):**

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position.
2. Detail your experience in the following areas: please describe the most complex set of programs/services that you have led, and how your leadership contributed to their impact in the community, financial sustainability, development of the staff team, and other key success factors.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

**DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.**