

**Recruitment Profile**  
for  
**Chief Program Officer**



***POINT FOUNDATION***  
***Los Angeles, CA***

**July 2021**

**LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY**

## POSITION DESCRIPTION

**Title:** Chief Program Officer

**Organization:** Point Foundation

**Reports to:** Executive Director & CEO

**Location:** Los Angeles, CA

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### **ORGANIZATION OVERVIEW:**

Founded in 2001, Point Foundation is the nation's oldest and largest scholarship fund for LGBTQ+ students of merit pursuing their dreams and goals through higher education. Well beyond the tuition and other financial assistance that opens doors otherwise closed to these students, Point Foundation empowers its LGBTQ+ scholars to achieve their full academic and leadership potential *despite the obstacles often put before them* and go on to make significant impact on society.

Since 2015 Point has significantly expanded its scholarship offerings and number of awards. What began as a single scholarship program that supported exceptional LGBTQ+ students at four-year colleges, universities, or graduate schools, now includes a Community College Scholarship Program, a BIPOC Scholarship initiative, and (as of the 2021-2022 school year) a portfolio of Opportunity Grants. In addition to tuition, housing, books, and other expenses, Point Foundation's programs are dedicated to supporting student leaders with mentorship, leadership development opportunities, and a range of conferences and professional and networking interactions to advance their academic and professional pursuits.

In the current school year Point is providing scholarship funding to 364 students, the most in the organization's history. This includes 59 in the flagship Point Scholar program, 58 Community College Scholars, 145 BIPOC Scholars, and 102 recipients of Opportunity Grants.

In addition to the current group of scholars, the extended Point Foundation community includes more than 468 alumni of its programs who – along with the Point Foundation's staff, Board members, mentors, and other volunteer leaders – make up a diverse community dedicated to celebrating and supporting each scholar's experience and success.

Point Foundation has a staff of ~18 fulltime employees and offices in both Los Angeles and New York City. Its current operating budget is more than \$4 million annually with total assets around \$10 million.

Through its people and its programs, Point Foundation is building the next generation of LGBTQ+ leaders; across the country, and in virtually every professional field. Point Scholars are doctors and teachers and artists. They are lawyers and businesspeople and entrepreneurs. They are elected officials, nonprofit executives, scientists, researchers, and more. Leveraging the tools, networks, and benefits of education made possible by Point's support, Point Alumni can ascend to positions of leadership as openly LGBTQ+ people, and as such are helping create a more accepting, inclusive, and equitable world.

***To learn more about Point Foundation, please visit***  
[www.pointfoundation.org](http://www.pointfoundation.org)

**REPORTING:**

Reports directly to the Executive Director & CEO. Responsible for a team of 6 (when fully staffed) with two direct reports: a Program Director and a Sr. Program Director. Works collaboratively with the Executive Leadership team and the Program Committee of the Board.

**THE POSITION:**

Point Foundation recently created a new Chief Program Officer (CPO) position in the organization, reflecting the importance of its recently expanded scholarship programs and a commitment to continually improve program capacity and impact. As a member of the senior leadership team, the CPO will be responsible for leading program innovation and delivery, and for evaluating the effectiveness and sustainability of programs. The CPO will bring prior demonstrated experience working with students on college campuses that evidences expertise in program design and execution for diverse and high-achieving students in higher education.

The CPO of Point Foundation will interact regularly with a range of audiences from students and applicants to staff and Board to campus-based admissions and student affairs professionals in selecting and supporting Point's scholars. The position requires flexibility, agile multi-tasking, and active promotion of an inclusive environment for both students and staff. The CPO will validate and respond to the needs and experiences of students, while remaining grounded in Point's mission, the expectations of its donors and sponsors, and the strategic direction implemented by the Board of Directors.

**PRIMARY RESPONSIBILITIES:**

***Strategy***

- Help articulate and guide a vision for Point's programming, including overall strategy, execution, and evaluation;
- Set goals and manage a team towards realistic, ambitious, and forward-thinking goals;
- Implement innovative strategies and initiatives to expand program successes;
- Analyze effectiveness and efficiency of resource utilization; make and communicate decisions that balance financial sustainability and desired impact.

***Program Leadership***

- Assess current Program Department structure and evaluate success in meeting deliverables;
- Recommend innovative solutions for programming deficiencies and assure programmatic offerings are positioned to meet the evolving needs of Point's students;
- Design pioneering programming for scholarship recipients with input from LGBTQ+ leaders, Point staff, students, and Board members;
- Prepare and manage department budget in coordination with Executive Director and CFO;
- Assure programmatic spending maximizes student experience, impact, and outcomes;

**PROGRAM HIGHLIGHTS**

**Scholarships**

Point provides a direct financial contribution toward the costs of our students' higher education in 4 distinct ways;

- Flagship Point Scholarships
- Point Community College Scholarships
- Point BIPOC Scholarships
- Point Opportunity Grants

**Mentoring and Coaching**

Each of Point's scholarship programs provides students with guidance and advice from an LGBTQ+ individual who has similar personal backgrounds, lived experience, academic focus, and professional goals.

**Leadership Development**

Point provides training in leadership techniques, approaches to advocacy, and personal development skills for its scholars through conferences and events.

**Community Service**

Point promotes philanthropic efforts and a culture of giving back to community by requiring its scholarship recipients to be engaged in extra-curricular work that positively impacts the LGBTQ+ community.

See:

[Pointfoundation.org/scholarship](https://pointfoundation.org/scholarship)

- Represent the program voice and perspective as a member of Point’s Senior Leadership Team;
- Provide support and leadership to the Program Committee and subcommittees of the Board of Directors.

### ***Team Management***

- Lead the Program Team, providing guidance, mentorship, and supervision of staff, consultants, and/or volunteers;
- Attract, develop, coach, and retain high-performing team members in order to enhance the organization’s evolving scholarship programs and other current/future initiatives;
- Create opportunities for team members’ personal and professional development and ensure that team members have the necessary skills, resources, and support to deliver high quality work;
- Continue to build and lead a team that reflects the diverse identities and lived experience of Point’s scholars.

### ***Relationship Building and Communication***

- Cultivate relationships and networks to broaden awareness and deepen the impact of Point’s programmatic work;
- Develop and nurture relationships allies in support of Point’s work and mission with other scholarship and LGBTQ+ movement leaders, organizations, partners, and allies;
- Develop strategies for, and support staff members in, successful communication among various communities including board members, students, and funders;
- Assist with the development of fundraising proposals and grant reporting.

### **CANDIDATE PROFILE:**

The successful candidate will be an experienced and dedicated professional with practical experience working with students in higher education, as well as a proven track record of leading high-functioning teams to expand programmatic offerings and improve quality of deliverables. They should bring a collaborative, transparent, and inclusive leadership style, combined with strong emotional intelligence and the ability to act decisively when necessary.

This person will have a demonstrated passion for Point Foundation’s mission and for LGBTQ+ equality, visibility, and representation. They will possess the ability to work effectively across diverse ages, races, socio-economic statuses, sexual orientations, and gender identities/expressions, both inside and outside of the organization, as well as an approach that facilitates effective collaboration with Board members, staff, Point Scholars, and volunteers.

### ***Required Experience***

- 10+ years of demonstrated success in planning and managing multiple mission-driven programs in a professional setting of similar or larger size and complexity;
- Specific experience in higher education environments at the community college, university, or graduate school level and a knowledge of issues impacting LGBTQ+, first generation, and/or BIPOC students;
- Demonstrated history of designing, implementing, and/or improving innovative programs, as well as supporting the creation of funding proposals and budgets;
- Experience implementing scholarship programs and/or strong understanding and connection to successful scholarship program models;
- Experience recruiting, retaining, and supervising staff, as well as developing and implementing performance management and evaluation metrics;
- Expertise in measuring program effectiveness, outcomes, and impact via data collection and analysis;

- Excellent analytical, strategic thinking, and problem-solving skills;
- Excellent verbal and written communication skills, including confidence and comfort with public speaking in front of a variety of audiences;
- Strong understanding of best practices related to cultural competence of gender, sexual, racial, and economic justice issues.

***Personal Characteristics***

- Strong personal connection to the mission and goals of Point Foundation;
- Determination, focus and ability to consistently deliver excellent quality work;
- Ability to lead with humility, approachability, and accessibility, and commitment to helping team members grow and learn by being a mentor, facilitator, and coach;
- High levels of emotional intelligence and self-awareness;
- Capacity to remain focused under pressure and deliver against timelines;
- Able to work independently as well as within a team;
- Good judgement, professional maturity, and ability to maintain confidentiality.

**COMPENSATION:**

Point Foundation is offering an attractive and comprehensive compensation package for this position, including a competitive base salary (commensurate with experience), opportunity for a performance bonus, and full benefits package. Benefits include employer-subsidized health benefits, dental and vision benefits, employee-funded 403b retirement plan with matching component, flexible work scheduling, telecommuting, PTO, short-term disability, and parental leave offerings.

**CONTACT:**

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Point Foundation. Kevin Chase Executive Search Group works only with equal opportunity employers. No applicant will be discriminated against because of racial or ethnic identity, religion, sexual orientation, gender identity or expression, or disability.

To apply, please submit a complete resume with full employment history and a cover detailing your interest in the position and the professional and/or lived experience you believe make you a uniquely qualified candidate for this role. All inquiries, applications, or referrals will be held in strict confidence.

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*Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.*