

**Recruitment Profile**  
for

**Chief Program Officer**



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

**April 2024**

## 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 largest scholarship-granting organization for LGBTQ+ students pursuing their dreams and goals through a post-secondary education. In addition to financial assistance, Point offers mentoring and leadership training to these students, empowering them to achieve their full academic and leadership potential *despite the obstacles often put before them* and go on to make a 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 LGBTQ+ students at four-year colleges, universities, or graduate schools, now includes a Community College Scholarship Program, a BIPOC Scholarship Program, and (as of the 2021-2022 school year) a portfolio of Opportunity Grants.

In the current school year Point is providing scholarship funding to 575 students, the most in the organization’s history. This includes 82 in the flagship Point Scholar program, 95 Community College Scholars, 280 BIPOC Scholars, and 118 recipients of Opportunity Grants.

In addition to the current group of scholars, the extended Point Foundation community includes more than 800 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 21 full-time employees. Its current operating budget is more than \$5.5 million annually with total assets around \$20 million.

Through its people and its programs, Point Foundation is empowering the next generation of LGBTQ+ leaders across the country, and in virtually every professional field. Point Scholars are doctors, teachers, and artists. They are lawyers, 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 six with two direct reports: a Director of Scholar Recruitment & Selection and a Director of Scholar Advocacy & Enrichment. Works collaboratively with the Chief of Staff, Senior Staff, and the Program Committee of the Board.

### **THE POSITION:**

The Chief Program Officer (CPO) is responsible for managing Point's scholarship programs, spearheading program innovation and delivery, and collaborating with Point's senior leaders to ensure the effectiveness and sustainability of programs. The CPO combines their experience working successfully in a non-profit setting with a background in serving students at the post-secondary level to provide expertise in program design and execution for diverse and promising lesbian, gay, bisexual, transgender and queer (LGBTQ) students.

Working closely with the Executive Director & CEO and Chief of Staff as thought partners and collaborators, the CPO helps articulate and guide a vision for Point's programming that includes overall strategy, execution, and evaluation. The CPO ensures that all aspects of Point programming – including but not limited to scholarship funding, mentorship, and leadership development – operate at a level of excellence expected from the nation's largest scholarship-granting organization for LGBTQ students.

The CPO collaborates and interacts with a range of audiences (scholars and applicants, staff, Board members, and campus-based admissions and student affairs professionals) to facilitate the process for selecting and supporting Point's scholars. The CPO demonstrates flexibility, agile multi-tasking, and the ability to excel in a nonprofit setting while engaging with institutions of higher education. The CPO validates and responds 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 determined by the Board of Directors.

### **PRIMARY RESPONSIBILITIES:**

#### ***Program Strategy***

- Collaborate with Executive Director & CEO and Chief of Staff to articulate and advance a vision for Point's programming, overall strategy, execution, and evaluation;
- Set program benchmarks 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 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)

### ***Program Leadership***

- Research and recommend innovative solutions for program improvement, growth, and scaling; ensure programmatic offerings are positioned to meet the evolving needs of Point's students;
- Design program pilots, initiatives, and expansions for scholarship recipients with input from LGBTQ+ leaders, Point Senior Leadership Team, scholars, Board Members, and the Executive Director & CEO and Chief of Staff;
- Prepare and manage department budget in coordination with Executive Director & CEO, Chief of Staff, and CFO;
- Ensure programmatic spending maximizes student experience, impact, and outcomes;
- Represent the program voice and perspective as a member of Point's Senior Leadership Team;
- Provide support and leadership to relevant committees of the Board of Directors as assigned by the Executive Director & CEO.

### ***Team Management***

- Provide strong leadership, and supervision of staff, relevant consultants, and 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.

### ***External Relations and Communications***

- 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;
- Experience in education/higher education, scholarship programs, or student development 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;
- Advanced verbal communication and professional writing abilities;
- Determination, focus, and ability to consistently deliver excellent quality work;
- Excellent time, resource, and project management skills;
- A strong track record of managing and retaining volunteers;
- Expertise in measuring program effectiveness, outcomes, and impact via data collection and analysis;
- Proven collaborator with experience working with a high-performing senior leadership team;
- Knowledge/proficiency with MS Windows OS and Office 365 applications (e.g., Sharepoint, Outlook);
- Bachelor's degree is required. Master's degree is preferred.

### ***Personal Characteristics***

- Passionate about Point's mission and able to promote and communicate the organization's philosophy, mission, and values;
- Strong personal connection to the mission and goals of Point Foundation;
- Strong knowledge of, or connection to, the LGBTQ+ community and related social issues;
- 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;
- Ability to interact with diplomacy and tact amid diverse groups;
- Capacity to remain focused and composed 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 compensation package for this position, including a competitive salary in the range of \$150,000, an opportunity for performance bonus, and a comprehensive benefits package. Benefits include employer-subsidized health benefits, dental and vision benefits, employee-funded 403b retirement plan with matching component, flexible work scheduling, remote working environment, PTO, short-term disability, and parental leave offerings.

### **TO APPLY:**

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 letter detailing your interest in the position and the professional and/or lived experience you believe makes you a uniquely qualified candidate for this role. All inquiries, applications, or referrals will be held in strict confidence.

**CONTACT INFO:**

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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.*