

## **Chief Programs Officer**

Founded in 1995, Marathon Kids is a 501(c)(3) nonprofit based in Austin, Texas. We are on a mission to get kids moving. Marathon Kids provides young people with the motivation, tools, and support to live healthier and happier lives. We help kids unlock their potential and adults discover their inner coach by joining, starting, or supporting a Marathon Kids running club in their home, school, out-of-school time organization, or camp. Our purpose is to promote and encourage younger generations to embrace physical activity as a part of their everyday lives. Marathon Kids utilizes multi-sector collaboration, while supporting incremental changes that lead to long-term healthy behavior adoption. Marathon Kids has touched the lives of millions of kids over the years. We have continued to grow the program, one of the only evidence-based running/walking programs for children in the country with newly developed programming in 2015 and with run clubs in all 50 states.

Marathon Kids is governed by a passionate and diversified volunteer Board of Directors dedicated to expanding and strengthening the represented expertise. The board is supported by an impressive Advisory Council representing science, research, finance, strategy, and marketing, and technology. Under the new leadership of CEO Cami Hawkins, Marathon Kids is committed to continuing to build depth in systems, processes and infrastructure to create a state of the art operating platform.

### **POSITION DESCRIPTION**

The Marathon Kids Chief Programs Officer (CPO) oversees all programmatic and operational functions of the organization including but not limited to: ensuring that all departmental workflows and processes are transparent, optimally cross functional, managed to execution on time and within budget and that all outputs benchmark against organizational goals and aims established by the Chief Executive Officer of the organization, as the agent of the Marathon Kids Board of Directors. The CPO will serve as the engine and hub of the programs team, managing the Programs & Operations Manager and Community Development Managers while working closely with all other internal departments, as well as external vendors, project managers, consultants and constituents.

As part of the Leadership Team, the CPO is expected to offer thoughtful and informed strategic input across the organization, understanding all aspects of the organizational structure, goals and objectives. The day to day tasks will largely be confined to department-wide project management, team support, professional development and programmatic and operational innovation. The CPO may be called upon to represent the organization and the CEO at external facing events and conferences as needed. The CPO **will travel approximately 30% of the time.**

The CPO is ultimately responsible for the performance of the Program and Operations teams.

### **Team Management**

Direct reports to the CPO include the Community Development Managers and a Programs and Operations Manager, and as such, the CPO is responsible for ensuring that all direct reports:

- Have clearly defined, mutually understood goals that benchmark against the organization's strategic goals and aims and budgetary mandates
- Have access to and understand workflow documentation and deliverable timelines
- Are utilizing organizational project management, communication systems and established processes as prescribed
- Complete all required administration including expense reporting accurately and on time
- Have access to quality professional development opportunities
- Have opportunities to improve performance via a mutually agreed upon "PIP" or Performance Improvement Plan

### **Fund Development**

Collaborate with the Chief Development Officer and other partners to deepen the relationship between award granting and fundraising, extending the average engagement of awardees, volunteers and donors with an expressed goal of making Marathon Kids the charity of choice for coaches, volunteers, and their personal and professional networks.

### **Research and Evaluation**

While the Scientific Advisory Committee of the Marathon Kids Board of Directors is responsible for informing the annual evaluation strategy, the CPO is ensuring that all evaluation plans are appropriately resourced, operationalized, fully understood; that findings are shared with the Leadership Team and other key stakeholders as appropriate and that cross functional utilization of findings is encouraged and executed.

### **Program Implementation & Innovation**

The CPO is responsible for ensuring that all systems and processes associated with all aspects of program implementation are functioning optimally and that programmatic insights are gathered quarterly and shared with the Leadership Team for their consideration and review. The CPO is responsible for providing high-level strategic direction and best practices across the programs team and organization.

### **Technology**

The CPO is responsible for informing technological decision-making by providing comprehensive cross functional insight as to the programmatic need and implications of technological advancement and evolution. Given that technology is the bedrock of a scalable organization, the CPO is expected to have fluency on all operating systems and processes.

**To Apply:** Please submit your letter of interest and resume to [jobs@marathonkids.org](mailto:jobs@marathonkids.org).