



PARENT-CHILD HOME PROGRAM

50 YEARS OF PROVEN SUCCESS

Chief Operating Officer

New York

Organization Overview

Since its founding fifty years ago, the Parent-Child Home Program (“PCHP”) has provided more than 70,000 low-income families with the necessary knowledge, skills, and materials to ensure their children achieve their greatest potential in school and in life. The PCHP National Center supports a nationwide network of more than 115 partner agencies across 14 states, serving over 7,000 under-resourced toddlers and their families annually in urban, suburban, and rural communities challenged by poverty, limited access to education, and language and literacy barriers. Research and evaluation continue to demonstrate that PCHP’s proven models build provider-child interaction, learning-rich home environments, and school readiness, decrease the need for special education, and significantly improve high school graduation rates.

For more information and to learn about the program’s impact, visit www.parent-child.org.

Position Summary

Reporting to the Chief Executive Officer (“CEO”), the Chief Operating Officer (“COO”) will have both internal and external facing responsibilities. These responsibilities include budget, finance, and forecasting; organization-building across several functional areas, including systems building, information technology, facilities, and human resources; the leadership and management of PCHP’s team of State Program Directors, who provide site support and focus on sustaining and expanding the Program in target states; and strategic planning both for the national office’s growth and structure and the Program’s external growth. The COO role provides a unique opportunity to develop further and enhance PCHP’s internal operations to support sustainability and growth and to build the Program’s national footprint through a network of staff on the ground in target states. A member of the senior leadership team, the COO will work closely with the CEO and Chief Strategic Partnerships and Development Officer to chart PCHP’s future growth.

Key Responsibilities: The COO will oversee:

Organization Building

- Oversee human resources and support supervisors in their staff management roles (recruiting, staff deployment/workload balancing, performance management, and professional development and career progression)

- Identify best practices and improve internal systems for administration and operations, including grants and project budgeting and planning; fundraising and communications; purchasing; information technology; facilities; and compliance with all federal, state and local regulatory and licensing agencies
- Maintain continuous lines of communication across all staff members, working closely with and keeping the CEO informed of all critical issues

Budget and Finance

- Oversee, direct, and organize the work of the finance and operations teams, including planning, coordinating, and executing the annual budget process; monitoring/upgrading financial policies and procedures as needed; and developing budget forecasts
- Serve as the management liaison to the board finance and audit committees; effectively communicate and present financial matters at board and committee meetings
- Represent the organization externally on financial and administrative matters, including investment monitoring, banking, and lease negotiations

State Program Directors

- Oversee a team of State Directors, ensuring they are connected to and working effectively with the national center on development, expansion, program support, and quality assurance
- Facilitate communication among State Directors – leading monthly conference calls to share best practices, tools, and information, and organizing twice- yearly in person meetings
- Support and monitor government advocacy work – consulting with and providing oversight to state directors and any outside advocacy consultants to ensure the effective use of resources, the availability of all needed materials, communication across states, and compliance with state and federal lobbying laws

Strategic Planning

- Work with the CEO on planning and ongoing evaluation of the national office’s growth and structure, including organizational and reporting structure, job descriptions, expansion of field work structure, and use of consultants and outside contractors
- Work with the CEO, the senior management team, and the Board on the Program’s external growth strategy

Qualifications

- At least five years of staff management duties in a nonprofit or for-profit organization
- General management experience including nonprofit finance and accounting, information technology systems, human resources, including benefits, compliance, and performance management, strategic planning, and marketing
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with the PCHP team, senior management, and Board of Directors

- Ability to take the initiative, using a results-oriented and problem-solving approach to take charge of a situation and lead through influence, taking unpopular stands when necessary with tact and diplomacy
- Ability to think strategically and creatively, anticipating future consequences and trends and incorporating these new data into a plan that maximizes efficiency and effectiveness
- Passion for PCHP's mission, values, and impact and fit with PCHP's entrepreneurial, mission-driven, and collegial culture
- Undergraduate degree or equivalent experience required; MPA or similar advanced degree strongly preferred

To Apply

Please email a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity. Please submit these materials in Word format to WorkForUs@parent-child.org.

Parent-Child Home Program offers a competitive salary and benefits, commensurate with experience and skills.

Parent-Child Home Program is an equal opportunity employer