



Chief Program Officer Job Posting

Educational First Steps seeks to create and support high-quality early learning environments that ignite the minds of children from birth to age five. Our early childhood education program—the Four Steps to Excellence—provides evidence-based training, mentoring, and comprehensive resource support, all at no cost to teachers, families, and communities, to help childcare centers achieve national accreditation. In turn, childcare providers deliver the high-quality, high-impact care required to create and support early learning environments that help all children experience an equal opportunity for success.

We are seeking a Chief Program Officer to join our Executive Leadership Team! This position is ideal for an experienced early childhood education expert eager to grow with an amazing organization.

Job Summary: Reporting to the Chief Executive Officer, the Chief Program Officer is responsible for all program delivery. This position supervises program staff, leads advancements of curriculum enhancement, ensures program efficacy, nurtures center partnerships, manages program budgets, and cultivates existing and new partnerships. The Chief Program Officer focuses on program leadership and management, external relationships, and knowledge management. Essential job functions include:

Supervisory Responsibilities:

- Coordinates with Human Resources to recruit, hire, onboard, and train program staff.
- Assigns, plans, and oversees the work of program staff.
- Ensures assigned goals, deadlines, and performance standards are met or exceeded.
- Manage each team member's workflow; delegates and cross trains as needed.

Position Duties & Responsibilities:

- Positions EFS as a thought leader in the early childhood education space.
- Contributes to a strategic thinking framework that celebrates innovation.
- Oversees the development and implementation of training material to ensure stakeholders have the tools, knowledge, and systems to support children in centers and in the community.
- Builds capacity for, implements, and manages internal systems for conducting ongoing outcomes measurement and assessment.
- Implements effective program development strategies that create quality in the classroom.
- Attracts, develops, coaches, and retains high-performance team members, empowering them to elevate their level of responsibility, span of control, and performance.
- Prepares and submits an annual operational budget, manages effectively within the approved budget, and reports accurately on financial challenges encountered.
- Manages and cultivates existing relationships with partners, funders, and community organizations.
- Performs other duties as assigned.

Required Skills & Abilities:

- Experience in a fast-paced environment with a strong focus on metrics and data-driven decision making in a nonprofit organization.
- A persuasive, credible, and polished communicator with excellent interpersonal and multidisciplinary project skills.

- Unwavering commitment to quality programs and excellence in organizational management with the ability to achieve strategic objectives.
- Brings a successful track record of using creative approaches or innovative ideas to transform existing processes and/or projects and drive improved results.
- Has recruited, managed, and developed a strong team of staff, serving as a “player/coach” to motivate and mentor a high-performing team.

Required Education & Knowledge:

- Bachelor’s degree in early childhood education or similar field.
- At least 2 years of supervisory experience.
- Experience managing within operational budget.

Core Competencies for All EFS Staff:

- **Mission-Focused:** Deep rooted passion for ensuring children have access to high quality early childhood education opportunities.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all members of the team and community stakeholders; and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals that align to creating, resourcing, scaling, and leveraging strategies and innovations for greater impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the organization.

Additional Requirements:

- Has a valid Texas driver's license and proof of current auto insurance.
- Passes an agency-administered, comprehensive background check satisfactorily.
- Is able to speak, read, and write English well.
- Has access to reliable transportation to travel throughout the metroplex.
- Is able to work occasional evening and weekend hours.

Equal Employment Opportunity: Educational First Steps is committed to a policy of equal employment opportunity. Employment decisions are not based on an individual’s race, color, religion, sex (which includes pregnancy and pregnancy-related conditions), gender identity, sexual orientation, national origin, marital status, citizenship status, genetic information, age, disability, political belief, membership or application for membership in a uniformed service, or any other unlawful basis.

Working Conditions: This position may include prolonged periods of sitting, standing, working at a computer, and speaking on the phone. Must be able to lift up to 15 pounds.

Compensation and Benefits: This is a senior-level, salaried position; compensation is highly competitive. The full benefits package includes health and wellness benefits and paid time off.

To apply: Send a cover letter with [salary requirements](#) and resume to Vickie Allen, CEO, at vallen@educationalfirststeps.org. No phone calls, please. Position closes when filled.