



Chief Program Officer

The Fresh Air Fund has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families in rural and suburban communities along the East Coast and Southern Canada or attend six Fresh Air camps in New York's Mid-Hudson Valley. Young people also participate in year-round leadership and educational programs. The Fresh Air Fund is an independent, not-for-profit agency.

The Fresh Air Fund is seeking a dynamic, creative, data-driven and forward-thinking youth development leader to oversee all aspects of our Summer Camping, Friendly Towns and year-round programs.

The Chief Program Officer will provide proactive leadership and vision to improve and develop innovative programs for NYC youth. This individual will work closely with the Executive Director, Chief Financial Officer, Director of Development, Board of Directors and other senior leaders to successfully execute The Fund's strategic plan, oversee program teams and budgets, and represent The Fund externally to engage funders, partners and thought leaders. The ideal candidate will be customer-service oriented, able to operate high-quality, innovative programs in a collaborative environment, and proficient at devising and implementing creative solutions in a complex nonprofit setting.

This is an opportunity for a seasoned youth development leader to contribute to The Fresh Air Fund's legacy of changing the lives and trajectories of generations of New Yorkers and to work alongside an energetic, passionate and dedicated team to shape the future of the organization.

Strategic Planning and Innovation:

- Develop strategies to address defined program challenges and growth opportunities, including identifying the facilities needed for program expansion;
- Create and execute a plan for equitable year-round program offerings for participants in summer program models, including a framework for strategic partnership.

Program Management:

- Provide executive management for all summer and year-round youth programming;
- Serve as the external face of the organization, stepping in for Executive Director as needed;
- Work with the Research & Evaluation team to measure and communicate program quality, impact and stakeholder satisfaction;
- Consistently advance program improvements, innovations and modernization, and leverage data to inform changes;
- Develop programmatic and curriculum planning standards and implement appropriate evaluation and improvement processes and cycles;
- Manage and optimize program budgets of \$8 million+;
- Identify and scale best-in-class youth development models to apply within the organization;
- Improve alumni engagement.

Staff and Workforce Development

- Lead a team of full-time staff and support their professional growth and wellbeing;
- Oversee ongoing professional development and management of over 500 summer staff and 2,000+ volunteers;
- Plan and conduct scalable training models to build skills of full-time and part-time staff with a goal of creating a sustainable workforce development model;
- Conduct regular meetings with site directors, offsite administrative teams and volunteer leaders to ensure successful dissemination and implementation of best practices;
- Plan and conduct program observations and debriefings in collaboration with offsite program staff and volunteers;
- Remain current in knowledge of relevant educational research and trends in the fields of education and youth development and curricula.

Knowledge/Skills:

- Ability to conceptualize, communicate, and implement a cohesive program strategy and vision across multiple program platforms;
- Ability to understand, use and organize data and collaborate with the Research & Evaluation team to demonstrate program effectiveness and outcomes in furtherance of organizational goals;
- Demonstrated ability and experience developing and managing budgets and resource allocation to maximize available resources for highest and most effective use;
- Ability to effectively leverage the Fresh Air Fund brand and network to continue to push and lead the public narrative around youth development and summer;
- Ability to identify and facilitate professional and leadership development experiences for a range of youth development professionals;
- Knowledge of recent developments and current literature in the field of youth development;
- Knowledge of the importance of summer sleep-away programs and out-of-school-time (OST) programs in the youth development field;
- Excellent communication, negotiation and conflict resolution skills;
- Demonstrated knowledge of high-need and low-resourced communities.

Education/Experience:

- Committing to the principles of diversity and inclusion in the treatment of the families we serve and ensure that such principles are instilled in staff and consistently applied throughout the program service delivery models;
- Demonstrated record of consensus-building and guiding teams to achieve ambitious goals and to effectively solve large-scale, complex problems;
- Experience with communicating program vision and outcomes to external stakeholders including donors and prospective funders;
- Demonstrated record of exhibiting the highest standards of integrity;
- Excellent organizational, time management and follow-up skills, and demonstrated ability to simultaneously manage multiple priorities;

- Experience managing volunteer-led programs;
- Proficiency in Microsoft Excel, Outlook, and Word, as well as the latest in educational software and programming;
- Master's Degree preferred (in fields such as Education, School Leadership, Curriculum Development or Public Administration);
- Minimum 10+ years progressive professional experience in the facilitation, management and administration of urban education, OST and/or camp-based programs;
- Experience in a residential camp setting preferred but not required.

How to Apply:

Email resumes and cover letters directly to Adrienne Trinkka, Strategic Initiatives Director at atrinka@freshair.org with Chief Program Officer in subject. No calls please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.