

Chief Strategy and Program Officer

Position Description

The Chief Strategy and Program Officer at CNT is a strategic thought leader that will work closely with the CEO. This role is responsible for elevating the organization's influence in policymaking, infrastructure investment, and program implementation. This role is pivotal in enhancing program management across teams, fostering coordination between projects, and maximizing the impact of CNT's initiatives. This role will lead and collaborate with the managing directors to develop and execute short-term and long-term strategies, ensuring alignment with organizational priorities.

Principal Duties and Responsibilities

- Lead the development of strategic programmatic plans for CNT, emphasizing key priorities including CBO engagement, transportation equity, comprehensive housing rehabilitation, community science, and green stormwater infrastructure, by collaborating with managing directors and the CEO.
- Address opportunities and requests for CNT's participation by assessing and executing appropriate strategic approaches.
- Establish structures and systems to streamline program operations and efficiency.
- Supervise 3 Managing Directors and assist in the oversight of program teams.
- Develop project charters, team assignments, and expectations in collaboration with managing directors.
- Create key performance indicators for projects and programs.
- Evaluate project outcomes, develop lessons learned, and communicate impact.
- Categorize projects into topical programs, ensuring cross-project and cross-team collaboration.
- Subject matter expert and content creator for CNT's key program areas. i.e., Transportation, Community Development, Water, Climate and Sustainable Economic Development
- Prepares metrics and reporting for monthly staff and quarterly board meetings.
- Monitor and manage grant and contract expectations to ensure high-quality performance.
- Establish and implement protocol for QA/QC of work products in coordination with managing directors.
- Oversee program budgets and resource allocation and conduct monthly financial statement reviews in coordination with the Director of Finance.
- Support the development of capacity estimation and track program revenue expectations.
- Co-lead funder prospecting for program activities, managing regular meetings on the topic.
- Evaluate opportunities, engage program staff, and collaboratively determine pursuit strategies.
- Oversee grant and proposal writing, providing leadership or assigning responsibilities to other staff.

Principal Duties and Responsibilities (continued)

- Collaborate with project leads and the finance director to negotiate and finalize grants and contracts.
- Define transition plans for successful proposals and ensure continued project administration involvement.
- In coordination with the CEO, create and maintain relationships with program funders, both philanthropic and governmental.
- Represent the organization at civic group engagements and funder-led convenings.
- Participate in community events, public engagement meetings, and relevant public-facing activities.

Position Requirements

- Master's degree in a relevant field (e.g., Urban Planning, Nonprofit Management, Public Administration, Business Administration).
- Strong managerial skills with ability to motivate and inspire.
- Strong knowledge or expertise in Transportation, Community Development or one of CNT program areas a plus.
- Proven leadership experience in strategic planning, program development, change management, and nonprofit management.
- Strong understanding of social issues and a commitment to the organization's mission.
- Excellent communication, negotiation, and relationship-building skills.
- Track record of successful fundraising and resource mobilization.
- Ability to think strategically and execute operational plans effectively.

The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here.



Salary and Benefits

The salary for this position starts at \$135,000, negotiable based on skills and experience.

CNT offers 20 vacation days, 12 holidays, 10 sick days, and 2 personal days annually, and a competitive benefits package. We respect life-work balance and are supportive of staff with families. CNT permits a flexible work from home practice and will maintain a flexible schedule in the long term. CNT expects all staff to be vaccinated against COVID-19 or be willing to become vaccinated after their hire.

Employment Policy: It is the policy of CNT that all employees are employed at the will of CNT. Continued employment is subject to funding availability and job performance.

Anti-Discrimination Policy: CNT is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

How to Apply

We are viewing resumes on a rolling basis. Please send cover letter and resume by March 15, 2024 to:

Andrea Ruiz
Center for Neighborhood Technology
17 N State, Suite 1400
Chicago, IL 60602
or email to aruiz@cnt.org

Please write "Chief Strategy and Program Officer" in the email subject line. No phone calls please.

Diversity Policy

The Center for Neighborhood Technology believes that the diversity of the communities in which we operate is a fundamental strength of our country. Our mission is best fulfilled when we embrace diversity as a value and a practice. View CNT's diversity policy [here](#).

About CNT



CNT was founded in 1978 to organize residents to challenge harmful environmental practices with a socio-economic lens. Our founders believed in tackling issues directly within communities to elevate residents' living standards and economic opportunities, in partnership with the people who lived there. Since then, we have expanded our work to include equitable transportation systems, inclusive housing strategies, and data informed decision making. Our core capabilities include:

+ Analysis

We are known for rigorous, interdisciplinary analysis of urban and regional problems, both quantitative and qualitative.

+ Engagement & Empowerment

Our staff collaborates with local partners and government leaders, empowering them to improve communities both independently and alongside public institutions.

+ Innovation

We deliver data-informed policy, financial, and technological solutions, leveraging cutting-edge tools and insights to drive impactful change.

+ Community Collaboration

We partner with you to recognize gaps in service and devise innovative strategies to address challenges we discover jointly.

Our bottom-up, data-informed approach to problems produces evidence-based solutions. CNT helps support the creation of equitable, sustainable, and resilient local governments and communities through innovative analysis and solutions. We are proud to be known for building sophisticated data tools, developing online resources to make findings usable, and creating common-sense approaches to planning and sustainable development.

For more about our work see our [overview & capabilities](#).