



Chief Program Officer

Mission and Vision: The mission of Wallin Education Partners is to ensure college and career success for high-potential students from low-income backgrounds, and through our efforts help build diverse, equitable, and vibrant communities. We do this through a comprehensive model of financial aid and holistic support, and collaboration with our business, education, community, and philanthropic partners. Our vision is to create a diverse, ever-expanding community of scholars and educated citizens with the skills, leadership, and dedication needed to build a stronger tomorrow.

Organization: Wallin Education Partners is a proven college completion program that includes financial aid and comprehensive support for students from low-income backgrounds. Wallin's model of financial aid and comprehensive individual advising accelerates economic mobility and fundamentally increases the odds of graduation and employment for underrepresented students. Since 1992, Wallin Education Partners has helped increase access to college and degree completion for lower income students by partnering with high schools, donors, community organizations, and civic leaders to support more than 6,000 students on their college journeys.

Primary Responsibilities: The Chief Program Officer provides oversight and leadership for the vision, strategy, and implementation of comprehensive advising support and wraparound interventions for all Wallin Education Partners (WEP) program participants. As a member of the senior leadership team, the Chief Program Officer participates in research and decision making to guide the future direction of the organization. As a result, this position represents the programs department in the overall operations of the organization. The Chief Program Officer is also responsible for the culture of the programs department, including working across WEP to ensure organizational effectiveness and efficiency to support program participants.

Leadership (25%)

- Provide vision and direction for team, inclusive of management and operations.
- Develop policies and procedures related to programmatic requirements and approaches to advising.
- Collaborate with the finance team on policies and procedures for financial aid disbursement.
- Create and ensure a positive work environment that fosters positive morale and a healthy, supportive, and collaborative culture.
- Work collaboratively with senior leadership team to increase public awareness and identity of programs, particularly among philanthropic and university partners.
- Contribute to the development and launch of new initiatives, with potential to lead and provide oversight for successful new programming.

Management (25%)

- Lead the recruitment, hiring, onboarding, and training of new managers and advisors.
- Provide supervisory oversight and manage performance reviews for programs staff (direct supervision for Scholar Program Managers).
- Establish, communicate, and model exceptional student support and outstanding quality work.
- Prioritize ongoing staff growth and development through coaching and support.
- Troubleshoot student issues and act as a first line of consultation for advising staff.
- Establish a culture of trust, collaboration, and team unity.

Program Design (25%)

- Oversee the design, implementation, and communication of program structure and curriculum to support successful outcomes for scholars, preparing them for future post-graduate and career success.
- Develop program-wide communication strategies and campaigns to support student learning and engagement with the program, their home institutions, and donor partners.
- Create and maintain relationships with college and university leaders at partner institutions in student affairs and academic affairs divisions.
- Oversee development and implementation of new programming to promote student engagement and academic and co-curricular success.

Research and Evaluation (15%)

- Design and implement a monitoring and evaluation plan to measure outcomes across programs.
- Develop and maintain systems to track retention and progress towards degree completion for individual students, and across the program.
- Collaborate with staff to evaluate the impact of the program on short, medium, and long-term outcomes, contributing to continuous quality improvement and external reporting.

Financial Management, Budgeting, and Advancement (10%)

- Develop and manage budget for programs function.
- Provide monthly expense reports, when requested.
- Complete various tasks and perform miscellaneous projects as requested by President/CEO.

Minimum Qualifications and Experience:

- Master's degree or equivalent experience in higher education, student affairs, organizational development, social work, counseling required (terminal degree preferred).
- Eight or more years of progressive leadership experience in higher education and/or in the educational nonprofit sector.
- Excellent collaboration, and relationship-building skills to effectively work with a diverse group/variety of people and personalities, including developing relationships with Board members, donor and corporate partners, volunteers, and staff.
- Expertise in developing and implementing programs focused on ensuring successful college outcomes for scholars, particularly those supporting low-income and underserved populations.
- Experience in change-management and partnering with other members of senior leadership to strengthen the culture of the organization and improve effectiveness and efficiency.
- Experience in designing and implementing DEI-focused processes and procedures to support the program, scholars, team members, and related stakeholders.
- Experience supervising and managing staff and developing high performing teams.

Preferred Qualifications and Experience:

- Expert skills in all Microsoft Office 365 including Teams, SharePoint, Outlook, and other Microsoft suite apps. Must be able to easily learn in-house programs that drive efficiency and effectiveness.

Beyond the basic qualifications, candidates must demonstrate a commitment to Wallin Education Partner's mission and values—and a commitment to diversity, equity, and inclusion through learning, training, and dialogue on an ongoing basis.

Compensation: \$142,000 - \$159,750 annually

Wallin Education Partners offers employees a generous benefit package including group health insurance, dental insurance, long- and short-term disability insurance, and a 401K plan.

Additional Info: Wallin Education Partners employees are currently working in a hybrid capacity. For further information on Wallin, please visit www.wallinpartners.org.

How to Apply: If interested, please forward cover letter and resume to Caitlin Cardinal at hr@wallinpartners.org and include Chief Program Officer in the subject line; or mail to Wallin Education Partners, 451 Lexington Parkway North, Suite 100, Saint Paul, MN 55104. Priority applications accepted through Friday, December 15. Anticipated start date for this position is February 19, 2024.

Wallin Education Partners is an Equal Opportunity Employer and is committed to providing a work environment that is free from harassment and discrimination. Wallin Education Partners provides equal opportunity to all applicants for employment in accordance with all applicable federal, state, and local laws and will not refuse to hire any qualified individual, or otherwise discriminate against any individual by reason of an individual's race (including hair texture and hairstyles), color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, (or related medical conditions, including, but not limited to lactation), physical disability, mental and/or intellectual disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, or sexual orientation, or any other characteristic protected by law.