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## Vice President of Programs & Impact Position Description

**Reports to:** Chief of Staff

**Supervises:** Program Administrators, Director of Leadership Program and Contractors

**FLSA Status:** Exempt

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 37 national women’s organizations) that enlightens, inspires and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families and communities.

**Position Summary:** The Vice President of Programs is responsible for the overall strategic and operational responsibility for all program areas that will inform short-term and long-term goals, partnerships, and new program initiatives. In this role, the Vice President of Programs engages and amplifies the voices of our program participants and community to build and improve our program design and delivery with a passion and vision for community impact. This position will identify and implement growth strategies to achieve our long-term vision of leading, advocating and empowering women of African descent, their families and communities – this includes program expansion, pilot projects and scale current programmatic activities. This position champions our strategic partnerships, including investing in authentic relationships with organizations with mission alignment, organizations whose missions complement our strengths and scope.

The position is accountable for driving data-informed program performance, effectiveness, and outcomes by setting goals related to program quality and growth.

This position reports to the Chief of Staff, sits on the Leadership Team, and supervises all program team members and consultants. This position is expected to develop programs and teams, build organization and staff capacity, and drive transformational impact in the community.

### Essential Job Functions:

#### Leadership and Management

- Create and cultivate a high performing culture of accountability and an innovative culture that empowers the Programs team to identify and solve challenges.
- Lead, manage, and inspire the Program Management Team toward accountable, goal-based outcomes with regular meetings, 1:1s, and transparent communication.
- Create meaningful pathways for fulfilling work for all members of the programs team, creating intentional ties to greater staff retention, greater consistency in our service model, and fulfillment of our mission.

Dr. Mary McLeod Bethune, Founder

Dr. Dorothy Irene Height, Posthumous President Emerita

Dr. A. Lois Keith, National Chair

Rev. Shavon Arline-Bradley, President & CEO

*Contributions are tax deductible.*



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- Serve on the Leadership Team, fostering strong, aligned, and cohesive collaboration across agency departments.
- Ensure that programming upholds the NCNW’s core values and its commitment to Education, Social Justice, Health Equity and Entrepreneurship.
- Provide staff support and strategic leadership for the Program Committee of the Board of Directors, bringing forth policy revisions as appropriate.

#### Program Oversight and Accountability

- Develop and monitor an annual programs department plan, establish data-informed goals and performance targets (qualitative and quantitative), ensure accountability for individual and team metrics, and build action plans when improvements are needed.
- Ensure match goals are met and programs are executed with a high degree of excellence within those partnerships.
- Create and execute program strategies and plans that leverage evidence-based and/or best practices to meet outcomes and impact goals.
- Co-develop the creation and evaluation of program impact with Data & Evaluation Specialist.
- Serve as a key connector with the Policy and Development teams to support in communicating programmatic gaps and needs to influence recruitment policy and fundraising goals.
- Work closely with the Finance department to budget and monitor programmatic operations to ensure sound fiscal and system management.
- Use data to inform the programmatic and operational decision-making process.
- Develop and complete the annual assessment of program practices
- Collaborate with the Development team to; 1) Advance programmatic and funder relationships with donors and corporate partners; 2) Develop and manage programmatic compliance with grants; 3) Communicate regarding new proposals and grant deliverables; 4) Communicate challenges and successes in fulfilling obligations to partners and funders.

#### Experience and Qualifications:

- All candidates should have demonstrated leadership, program implementation, and relationship management experience.
- Advanced degree, with at least 10 years of management experience.
- Commitment to quality programs and excellence in organizational and project management.
- The ability to achieve strategic objectives and manage a budget.
- Ability to work effectively in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for NCNW’s mission and commitment to working collaboratively with a management team of senior professionals

To apply, please email to: [Jobs@ncnw.org](mailto:Jobs@ncnw.org) with your resume and cover letter for consideration.