



pink ribbon | red ribbon
A Global Partnership Fighting Women's Cancers

Chief Program Officer

Overview:

The Bush Global Health Initiative (BGHI), doing business as Pink Ribbon Red Ribbon[®], is an independent non-profit affiliated with the George W. Bush Institute that leads coordinated action to save women's lives, empower communities, and foster stronger economies by improving women's health. Launched in September 2011 by the Bush Institute, the United States Government through the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), Susan G. Komen[®], and the Joint United Nations Programme on HIV/AIDS (UNAIDS), Pink Ribbon Red Ribbon is the leading public-private partnership aimed at catalyzing the global community to reduce deaths from cervical and breast cancer in low- and middle-income countries by increasing access to quality services to prevent, detect and treat these diseases. Currently, 23 corporate, foundation and multilateral partners work together on Pink Ribbon Red Ribbon's life-saving efforts in Zambia, Botswana, Tanzania, Ethiopia and Namibia. We plan to expand to Peru and Mozambique in 2017.

The Chief Program Officer (CPO) is the member of the senior leadership team at Pink Ribbon Red Ribbon (PRRR) responsible for overseeing all country operations at the organization, under the direction of the Chief Executive Officer (CEO). The CPO heads up PRRR's interactions with existing country programs, works with potential new countries of engagement, manages relations with Ministries of Health and implementing partners, oversees program performance, and troubleshoots implementation challenges.

The successful candidate must be self-motivated, organized, dependable, and discreet. He or she must be able to adapt to a continually evolving environment, and thrive in an autonomous and deadline-oriented workplace in the service of our mission, vision and values. PRRR is a very small organization, and the CPO will be expected to execute his/her duties with a small team. The CPO will work from Pink Ribbon Red Ribbon headquarters, located in Washington, D.C.

Responsibilities:

Program management:

- Ensure the effective management of all PRRR country program operations, working with a small team of program managers and assistants;
- Oversee program budgets, and ensure timely reporting and disbursements;
- Maintain appropriate internal controls and procedures;
- Work with partners to address challenges and problems related to programs in the field;
- Produce timely, accurate, and useful reports on grants and programs for funders, foundations, PRRR's senior leadership, and our Board of Directors;
- Oversee the preparation and communication of quarterly monitoring and evaluation reports;
- Contribute to all reports, annual external audits, as well as any federal and/or donor-specific audits;

Organizational Leadership:

- Serve as a trusted advisor to the CEO, to contribute to organizational strategy and support informed institutional decision-making;
- Participate in policy-development as a member of the senior management team;

- Work directly with the CFAO on program and partner budget management;
- Advance PRRR's mission through rigorous and ethical financial and contractual practices, and serve as a standard bearer of our organizational philosophies and behavioral competencies;
- Bring strategic, visionary, collaborative thinking to the operations and country management function of the organization, and develop and implement innovative strategic initiatives in direct support of PRRR's mission, goals and objectives;
- Serve as a resource for members of senior management, by counseling them on the political and contextual situation in the countries where we work, and by understanding the various actors involved in the health landscape; and
- Demonstrate and embrace the mission and vision of PRRR in all internal and external activities, and achieve the organization's strategic initiatives with transparency, accountability and consistency.

Business Development:

- Working with the VP, Development, develop funding proposals for field programs;
- Ensure the program team plans and manages partner relationships in order to develop funding opportunities.

Technical leadership:

- Oversee the monitoring and evaluation advisor (currently a part-time function), and ensure accurate, timely reporting;
- Working with the program managers, review progress reports and respond to programmatic and technical challenges experienced by implementing partners;
- Develop and maintain technical knowledge of cervical and breast cancer implementation, and programmatic considerations, to ensure a consistent, high level of programming.

Board of Directors and External Relations:

- Report to the BGHI Board of Directors and the Steering Committee on programs;
- Provide accurate and fully compliant information to the public, partners, funders, and if applicable, federal and state agencies.

Requirements:

The requirements listed below are representative of the professional qualifications, knowledge, skills, experience and/or abilities required to successfully perform this job:

- Bachelors degree from an accredited college or university; Master's degree in Public Health or related field preferred;
- Minimum of 10 to 15 years of progressively increasing experience managing programs in developing countries, preferably with several years of experience living and working in a developing country;
- Experience in multi-country non-profit or corporate entities with multiple funding sources, including from foundations and corporations;
- Demonstrated ability to anticipate problems, assess situations quickly and implement appropriate policies and procedures in response;
- Strong diplomatic and political skills, and excellent written and oral communication skills;
- Demonstrated ability to plan and develop programs for, and manage, large, complex, multi-disciplinary, geographically-dispersed programs/initiatives;
- Proven ability to manage, motivate, coach, and develop staff;
- Ability to gather, evaluate and present information effectively to employees, management and a Board of Directors and make actionable recommendations; strong written and oral presentation skills;

- Ability to think conceptually and deal decisively with practical matters;
- Ability and willingness to work independently;
- Foreign language ability (French, Spanish or Portuguese) preferred.

To Apply

Please submit a cover letter and CV, with “Chief Program Officer” in the subject line, to info@pinkribbonredribbon.org

PRRR is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty, veteran, special disabled veteran or uniform service member status or employment status.