

JOB ANNOUNCEMENT

Chief Program Officer



ABOUT iMENTOR

Founded in 1999, iMentor has quickly become one of the largest and most innovative mentoring organizations in New York City. Over the last nine years, iMentor has developed and refined a technology-enriched mentoring model, combining email communication and in-person meetings. As a result, iMentor can significantly boost the number of skilled professionals willing and able to mentor disadvantaged youth and bring mentoring to historically underserved communities. iMentor revolutionizes mentoring by explicitly focusing every component of its model on personal, academic, and career outcomes.

Beginning with one classroom in the South Bronx, iMentor has matched and supported over 7,000 mentor-mentee pairs in New York City. iMentor is at an exciting stage in its development, as the organization prepares to embark upon an ambitious five year growth plan, which includes national expansion through iMentor Interactive as well as growing the core mentoring program in New York City. To learn more about our programs, please visit our website at www.iMentor.org.

iMentor Snapshot

- ✓ During the 2007-08 program year, iMentor matched 800 pairs (1,600 participants)
- ✓ 98% of mentees have never had a mentor before joining the program
- ✓ 96% of mentees say their mentor is someone they can "trust and depend on"
- ✓ 85% of mentees said iMentor made them a better student
- ✓ 98% of mentors would recommend iMentor to a friend or coworker
- ✓ 70% of volunteers have never been mentors before joining the program

AFTER COMPLETING THE iMENTOR PROGRAM

- ✓ 94% of mentees graduated high school
- ✓ 77% enrolled in college

Chief Program Officer

iMentor is currently seeking an experienced and strategic leader to serve as its first Chief Program Officer to help develop and implement the programmatic strategy to scale its programs on a national level. Reporting directly to the CEO and serving as a member of the senior leadership team, the Chief Program Officer will be responsible for defining and overseeing the growth, quality and innovation in both the New York City and national iMentor programs, including the development of external partnerships to increase its visibility and impact. The Chief Program Officer will directly supervise two Managing Directors and have significant interaction with the Board of Directors.

Responsibilities

- Develop and manage the strategic vision for program growth and implementation nationally, including iMentor NYC and iMentor Interactive
- Maximize the synergy and collaboration between the New York City and national programs
- Establish programmatic benchmarks and data tracking systems to monitor each program's progress against goals; as appropriate, utilize external partners for large scale evaluation projects
- Oversee two Managing Directors to ensure that they successfully reach organizational and professional goals
- Serve as a visible spokesperson for iMentor in external meetings to support strategic partnerships, garner awareness for programs, and stay abreast of best practices in the field of mentorship
- Lead the ongoing innovation of both strategy and process by identifying key findings that can inform long-term program planning and development

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Chief Program Officer



Qualifications

- 7+ years of relevant work experience with experience as a senior manager in a fast-paced and high-growth nonprofit, consulting, and/or entrepreneurial environment
- Demonstrated success managing strategic and operational planning, budgeting and forecasting, as well as organizational development, and performance management and measurement
- A strong belief in the power of mentoring and a passion for leveling the playing field for young people growing up in underserved communities
- Experience managing staff and the ability to facilitate collaboration and achieve results between multiple programs or projects
- Strong analytic skills; able to make strategic and tactical decisions through data-driven decision making
- Excellent verbal and written communication skills and a customer-service orientation
- Commitment to high standards of excellence
- Bachelor's degree or equivalent experience required; advanced degree preferred

How to Apply

Please upload a resume and thoughtful cover letter, addressed to Mike O'Brien and outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, at <http://jobs.cgcareers.org/application.aspx?id=1360>. Applications will be reviewed on a rolling basis.

About Commongood Careers: iMentor has partnered with Commongood Careers to conduct the search for a Chief Program Officer. Commongood Careers is a nonprofit search service that connects talented individuals to organizations that are dedicated to creating positive social change. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers. [Learn more about nonprofit jobs at Commongood Careers.](#)

**IMENTOR PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL
APPLICANTS AND EMPLOYEES**