



Join Headington Institute as **Chief Programs Officer (CPO)** and Lead Global Impact Programs *September 2024*

Headington Institute

At Headington Institute, we're not just building resilience – we're revolutionizing how organizations support their staff on the front lines of global change. As our new Chief Programs Officer (CPO), you'll be at the forefront of this mission.

Imagine a world where those working in high-stress, trauma-exposed settings are resilient, empowered, and thrive. That's the world Headington Institute is building, and we want you to be part of that mission! For over 22 years, we've supported organizations and staff in some of the most challenging environments on the planet. We combine cutting-edge neuroscience, trauma research, and expert program development to ensure that those on the front lines of humanitarian work stay resilient, effective, and cared for.

As we expand our reach to support more organizations and communities, we need a visionary leader to drive our mission forward. If you're passionate about building and leading programs that change lives, this is your opportunity.

Position Overview

We are seeking an innovative and passionate Chief Programs Officer to join our leadership team. Reporting directly to the Chief Executive Officer (CEO), the CPO will be responsible for implementing our strategic plan and managing all programmatic activities within the organization. This role is pivotal in ensuring that our programs align with our mission, are effectively managed, and deliver measurable outcomes on a global scale.

The Role

As CPO, you will be the heartbeat of Headington Institute's global programs, working closely with the CEO and executive team to steer our strategy and deliver

real, measurable impact. You'll shape the future of our organization by innovating, managing, and scaling our world-class programs to support organizations with staff working in high-stress, trauma-exposed environments. The CPO position has the opportunity to innovate at the intersection of psychology, research, neuroscience, technology, and global development to create groundbreaking solutions.

Key Responsibilities

Lead with Vision: Collaborate with the CEO and executive team to set strategic priorities that address emerging global challenges and needs.

Innovate and Scale: Drive program innovation, ensuring that we remain responsive to global trends and extend our reach to diverse communities around the world.

Execute for Impact: Oversee all program management, ensuring that we deliver on time, on budget, and with powerful results that support our mission.

Build High-Performing Teams: Lead, mentor, and inspire a global team of clinical and non-clinical staff, fostering a culture of learning, growth, and collaboration. Lead staff meetings and retreats to foster collaboration and accountability, leading recruitment efforts to enhance programmatic expertise.

Develop Strong Client Relationships: Work closely with clients, funders, and partners to enhance relationships and deliver an exceptional experience. Build and maintain strong relationships with key stakeholders, including government agencies, NGOs, community partners, and funders.

Represent the Institute: Be a key voice for Headington Institute, representing us at conferences, high-level meetings, and in the media.

Secure Program Sustainability: Collaborate with the Development team to ensure funding and long-term program sustainability.

Ensure Continued Learning and Improvement: Use data and impact assessments to constantly refine and improve program delivery, ensuring we always meet or exceed expectations. Oversee the implementation and evaluation of all services, ensuring timely delivery, resource allocation, and achievement of desired outcomes.

Financial Management: Collaborate with the CEO and management team to develop and manage the programmatic budget, revenue generation, and resource allocation.



Direct Clinical and Program Work: Engage in direct program and clinical work as needed to support program objectives.

Qualifications

- An advanced degree in psychology, international development, nonprofit management, or related field
- Excellent leadership, mentoring, and team development skills
- Experience in staff wellness, psychology, mental health, and trauma, particularly in humanitarian contexts
- Strong understanding of program management, strategic planning, and evaluation
- Experience working in or with international nonprofit organizations
- Exceptional communication and relationship-building abilities
- A track record of launching game-changing programs or products
- Excellent project management and leadership skills
- A global mindset and ability to travel internationally as needed
- Fluency in English; additional languages are a plus

Why Join Us?

At Headington Institute, you'll have the chance to impact thousands of lives, working with a passionate global team that is driven to make a difference. We offer a competitive salary, benefits, and the opportunity to innovate in a space that serves diverse communities worldwide.

Headington Institute is proud to be an equal-opportunity employer. We celebrate diversity and are committed to fostering an inclusive workplace that drives innovation and impact.

The CPO position is remote and offers domestic and international travel opportunities.

Salary range: \$130,000-\$150,000.

Terms

- **Position:** This is a full-time position. The Chief Programs Officer (CPO) reports to the Chief Executive Officer (CEO).
- **Annual Salary:** Range of \$130,000 - \$150,000 commensurate with experience.
- **Benefits:** Full-time employee benefits include PTO, sick leave, and health insurance, and pension contributions after one year of service.
- **Location:** Remote position; offers domestic and international travel opportunities.
- **Start Date:** ASAP

How to Apply

If you're passionate about creating a more resilient world and have the skills to drive innovation in high-impact environments, we want to hear from you.

Interested candidates are invited to submit a **resume and cover letter** detailing their qualifications and vision for the role. Please send your materials to info@headington-institute.org. The position is open until filled.