



# VICE PRESIDENT, ORGANIZATIONAL PLANNING

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**DEPARTMENT:** Business Services  
**REPORTS TO:** President and CEO  
**CLASSIFICATION:** Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

The Vice President of Organizational Planning (VP-OP) for SAY San Diego serves on the senior management team, and closely collaborates with unit Vice Presidents, CFO and CEO, who, as a group, are charged with setting and achieving agency priorities and strategic goals. The VP-OP has a dedicated focus on supporting the core areas of service delivery, program units and agency as a whole in the areas of program innovation and growth, program planning and design, sustainability, continuity and quality, as well as matters related to statutory/regulatory requirements, contracts, compliance, quality assurance, and outcome measures and evaluation. The VP-OP will implement strategic plan initiatives and supervise the directors of compliance, and data and evaluation. For more information, see: [www.saysandiego.org](http://www.saysandiego.org).

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

### **PROGRAM DESIGN, DEVELOPMENT AND QUALITY**

- Implements initiatives that are cross-cutting and support program units, focusing on trends, needs, program design and outcomes, and the agency's strategic plan.
- Provides for and supervises staff involved in the development of data systems, data analysis, program metrics and outcome based learning and quality improvement throughout the agency.
- Ensures monitoring and evaluation of progress toward adopted agency goals and communicates that progress to senior management and the CEO.
- Provides for and supervises staff responsible for internal contract and compliance monitoring with an eye toward positive compliance, problem-solving and ongoing high performance.
- Works closely with the senior management team to provide staff training regarding the agency's strategic goals, program-level objectives and results, and outcome-based program design.
- Provides structure and leadership to the program network, composed of staff directors and managers, to empower them to engage in peer learning and support.
- Convenes, supports and provides facilitative leadership for cross-functional teams to achieve agency's strategic goals and priorities, etc.

### **PROGRAM INPUTS INTO RESOURCE DEVELOPMENT**

- Works closely with the other Vice Presidents to ensure that program staff have the resources needed to produce the highest quality of work, and identifies and advocates for needed resources.
- Forecasts and reports on opportunities and needs for program growth, innovation and sustainability, for the organization as a whole, in close collaboration with the other Vice



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Presidents, CFO and CEO; taking into consideration program design, client/community needs and trends, growth and leadership opportunities, and strategic goals.

- Responsible for implementation and accomplishments of major strategic plan goals, including identifying and ensuring the resources and systems to accomplish them.
- Creatively and effectively measures, communicates and reports program needs and results to funding sources, in close collaboration with the Vice Presidents, CEO and the board.

## GENERAL

- Maintains cordial relationships and projects a positive image of the agency with various stakeholders including referral sources, funding sources, public officials, our program participants and local communities groups.
- Maintains positive visibility and accessibility across all SAY San Diego programs.
- Ensures that the staff as a whole maintain and communicate accurate knowledge about the agency, its programs and service.
- Looks for partnerships, resource opportunities and possibilities for program growth and improvements; partners with the other Vice Presidents/CEO to cultivate them.
- Stays knowledgeable about evidence based and best practices in the program areas implemented by SAY and works to integrate improved approaches into programs in close collaboration with the other Vice Presidents.
- Communicates positive and negative feedback from the community to the senior management team.
- Creates and pursues positive public relations for the agency.
- Other tasks as assigned.

## QUALIFICATIONS:

- Bachelor's Degree in Social Services, Social Work, Public Health, Human Services Management, Research and Design, or education/experience equivalency required; Master's Degree or higher in related field preferred.
- Minimum of five years of professional experience in senior management, in a large youth and family serving organization (revenues of \$10 million or more); History of direct service and/or direct advocacy experience preferred.
- Demonstrated successful experience in outcome-based program design, assessment and advancement, and crafting successful grant applications required.
- Experience with program measurement, evaluation and reporting.
- Experience supervising and interacting with seasoned staff and high performing teams; strong relationship builder and communicator.
- Demonstrates integrity, initiative, excellence, and experience leading and motivating others to new levels of performance.
- Access to reliable transportation and willing to use it for job-related tasks.
- Have a driving record that complies with SAY Driving Policies.



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**WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, and tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*