



Job Announcement: Chief Program Officer

Wonderland Child & Family Services invites applications for the position of Chief Program Officer. Wonderland (wonderlandkids.org) is a Seattle-based human-services agency providing holistic, multidisciplinary, evidence-based-services for children with developmental delays, disabilities, and prenatal substance exposure through two key programs: Early Support and Hope RISING Clinic. We seek exceptional candidates with outstanding credentials and a proven track record of leading entrepreneurial growth and achieving impact in the social sector. **Wonderland values diverse perspectives and life experiences and encourages people of all backgrounds to apply, including Black, Indigenous, and People of Color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.**

In 2018, after nearly 50 years of providing exemplary Early Support services, Wonderland launched a first-of-its-kind model of care for children with prenatal substance exposure and their families, Hope RISING Clinic. Developed in partnership with the world's leading experts in the field, our specialty clinic provides assessment, evaluation, diagnosis, and evidence-based interventions for children from birth through 12 years of age and their families, giving them the best prospects for a happy and productive life, despite the challenges.

Now, Wonderland is preparing an ambitious effort to scale the delivery of this and related clinical innovations for both our prenatal exposure and early-support programs, regionally and ultimately more broadly in an ambitious three- to five-year plan.

We have a high-functioning organization and a strong executive team and board and enjoy close working partnerships with the top experts in the field.

Chief responsibilities:

- Supervise director/senior managers of programs, currently three direct reports.
- In close partnership with the Executive Suite, coordinate the ongoing management and revision of the organization's business plan, including articulating program-wide goals; strategies; milestones; and metrics.
- Promote/participate in agency state and local advocacy, partnerships, and fundraising, including delivering presentations and seeking public speaking opportunities.
- Develop annual program budget; monitor current programs relative to agency outcomes; develop and implement new programs that reflect best practices, are consistent with board goals, develop and update policies and procedures.
- Manage the Early Support and Hope RISING Clinic programs in coordination with the program management team to ensure procedures and processes are completed correctly, including staffing levels, but not limited to program initiatives, day-to-day operations, policies and procedures, data systems, scholarship amounts, and familiarity with medical billing processes.
- Act as liaison with county DDDs, school districts, and other government entities to ensure that Wonderland staff and policies meet our contractual requirements; and to external human services agencies, schools, medical and government communities, as appropriate to make the agency known in the community.

- Develop partnerships with referral sources and agencies to support outreach efforts and growth initiatives.
- Work with CFO to complete accurate monthly billings.
- Participate in conceptualizing and developing program grant requests.

Requirements/Qualifications:

- Masters' degree or therapy-related advanced degree and experience within one of the following: speech language pathology, special education, occupational therapy, physical therapy, mental or behavioral health. License preferred.
- Knowledge and understand of IDEA, Part C, as it relates to Washington State Early Support for Infants and Toddlers (ESIT) program a plus.
- Five years' experience in non-profit in similar leadership role/level or in public administration.
- Established relationships with medical professionals and social service organizations.
- Demonstrated ability to administer program services including personnel, programs, and budget oversight.
- Proficiency in MS Windows software and database management (Microsoft Dynamic CRM).
- Proven skills and ability to meet deadlines on diverse projects under pressure.
- High energy, self-motivated, team player.
- Ability to work occasional evenings and weekends, including fundraisers.

Benefits Include:

- Competitive wages (DOE)
- Health, vision, and dental insurance
- PTO and generous paid holidays (including last week of year: December 25th - January 1st)
- 401(k) retirement plan
- Life and AD&D insurance
- Health Care and Dependent Care Flexible Spending Accounts
- Training and continuing education
- Mileage and mobile phone reimbursement
- Flexible schedules

Office location: Shoreline, Washington. Currently most positions are working remotely with periodic in-person meetings required.

Reports to: Chief Executive Officer

To Apply: Please submit a cover letter and resume to hr@wonderlandkids.org

Compensation Range: \$105,000 - \$125,000 and performance-based year-end bonus.

Together We Thrive. *Wonderland endeavors to provide all employees and families we serve, regardless of background or identity, with equitable, meaningful, and engaging opportunities to thrive and have a sense of belonging.*