POSITION ANNOUNCEMENT

CHIEF PROGRAM OFFICER

WHAT WE DO

International Relief Teams is an international nonprofit humanitarian organization dedicated to alleviating human suffering caused by poverty, disaster, and neglect – from the forgotten corners of the world to right here in San Diego – by sending relief supplies, financial support, volunteer teams and other assistance to where it is needed most. In the last year alone, we have provided support in Asia, Africa, Eastern Europe, Latin America, the Middle East, Mexico, and the U.S. Since our founding 35 years ago, International Relief Teams has deployed more than 7,500 volunteers and delivered more than $623 million in aid to 76 countries worldwide.

While our overall impact is quite significant, what has been key to International Relief Teams’ success is that we have remained small and nimble. Our number one priority is to identify the most efficient way to deliver aid where it is needed most. To this end, International Relief Teams has developed an incredible ability to work in-country with highly effective organizations and leaders on the front lines of humanitarian challenges. As partners, we work together to accomplish mutual goals in alleviating human suffering by leveraging resources to achieve the greatest impact. Our programs fall into two general impact areas:

- **Disaster Relief** – We provide relief supplies (food, water, hygiene kits, medicine, medical supplies, construction materials, etc.) and/or construction volunteers as needed in response to natural and man-made disasters, internationally and here in the U.S.

- **International Development** – Our Building Healthy Communities programs focus on providing long-term, sustainable solutions that empower communities and promote self-sufficiency. This includes providing sustainable food, water, and shelter that align with community needs; medicine and medical supplies to hospitals and clinics around the world; meeting the nutrition and education needs of orphaned children; deploying volunteers to rebuild houses affected by natural disasters; and providing and delivering food to local schoolchildren in San Diego. In the area of development work, there is a great and exciting opportunity for growth.

For more information, please visit: [www.irteams.org](http://www.irteams.org)

LEADERSHIP & CULTURE

Based in San Diego, our team of 8 dynamic staff members are passionate about alleviating human suffering across the world. Although we are a well-established organization with strong financial reserves and 35 years of history, we still like to think and act like a startup. For us, this means thinking creatively, encouraging innovation, moving quickly, and embracing an element of risk, as and when required. International Relief Teams is governed by a dedicated and supportive Board of Directors.

The Chief Program Officer (CPO) will report to our CEO, Angelica Ocampo, who brings over 30 years of leadership experience with international organizations. Since joining International Relief Teams in 2022, Angelica has fostered a culture of entrepreneurial thinking and support for personal and professional growth at both the individual and team levels.
COMPENSATION & BENEFITS

- Salary – $115,000 - $125,000
- Monthly stipend for medical insurance
- 401(k) with a 25% employer match
- PTO: 3 weeks of paid time off, 40 hours paid sick leave, 9 paid holidays, including the week between Christmas and New Year’s Day, except in the event of an emergency.
- 9/80 work schedule – every other Friday off

LOCATION

This is an onsite leadership position, based in our corporate office located at 3545 Camino del Rio South, Suite A, San Diego, CA 92108. Approximately 25% of CPO duties will include both international and domestic travel.

POSITION SUMMARY

The new Chief Program Officer (CPO) position will serve alongside our COO and CEO, who together will form our new 3-person senior leadership team. The CPO will serve as a thought partner and sounding board to the CEO in all programmatic areas and will be highly visible inside and outside International Relief Teams. The CPO will work closely with our partner organizations to develop and implement innovative programmatic growth strategies, locally and internationally. The CPO will be encouraged to think creatively about program design and execution to meet development and disaster relief needs around the world today, and into the future.

Strategic priorities for this position include:

- Lead all areas of program management, innovation, implementation, and impact evaluation.
- Develop and enhance sustainable, low-cost, low-tech solutions in the areas of food, water, and shelter, that can be quickly replicated and deployed around the world.
- Identify areas where International Relief Teams can innovate and add value to the global ecosystem of development and disaster relief organizations.
- Partner with our CEO, COO, and Board to drive International Relief Teams’ growth domestically and internationally.
- Keep abreast of innovative trends and best practices in global development and disaster relief and lead International Relief Teams’ efforts to adopt and implement new strategies.
- Assist in raising International Relief Teams’ profile at the local level, building awareness of our programs and impact in the San Diego region.

DUTIES & RESPONSIBILITIES

- Lead program design, impact, scalability, and expansion efforts, including the development of an assessment process to determine the feasibility, and sustainability of programs.
- Establish performance indicators to measure programmatic success, quality, effectiveness, and efficiency of services and outcomes for International Relief Teams’ portfolio of programs.
- Identify opportunities to leverage cross-program and cross-agency collaboration to strengthen International Relief Teams’ programmatic impact.
- Support fund development efforts, partnering with the CEO and the Director of Development in the promotion of fundraising events, grant writing, and stewarding donor relationships.
• Oversee contractual compliance, including monitoring of deliverables, corrective action, reports, and program audits.

BACKGROUND PROFILE
• Passion and appreciation for global humanitarian work.
• Proven ability to create lasting and impactful partnerships with a wide array of stakeholders, including other nonprofit organizations, business, government, academia, and funders.
• An analytical and strategic thinker, with demonstrated success in program design, enhancement, implementation, and evaluation.
• Effective communication skills, written and oral; comfortable communicating key data points and presenting to the Board, donors, and partners from diverse backgrounds.
• Exceptional managerial experience, with an inclusive leadership style, and the ability to lead and inspire staff, volunteers, beneficiaries, and partners.
• Demonstrated experience with program development, management and impact measurement, budget development, and supporting programmatic fundraising efforts, including grant management, reporting, and proposal development.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:
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