



**POSITION PROFILE FOR
VP of Programs and Services**

Updated: May 2022

ORGANIZATION

The Steve Fund is the nation’s leading organization focused on promoting the mental health and emotional well-being of young people of color. Through its work impacting thousands of students and families throughout the country, it aims to build and elevate systems that will create a more equitable future. The Steve Fund’s people are experts working with the nation’s leading colleges and universities, nonprofits, researchers, corporations, and mental health experts. The Steve Fund’s vision is that every student and young person of color is fully supported by programs, services and institutional cultures that value mental health and well-being.

In its seventh year, the Steve Fund’s reach is poised to expand dramatically, ushering in a transformational period of growth in funding, organizational capacity and impact. This transition comes at a moment when conversations about racial equity, mental health, well-being and the promise of America's young people of color are at the forefront of our nation’s collective conscience. We have the potential to positively impact the lives of millions of young people of color in higher education and their early years in the workforce, and we see a digital-first strategy as the primary pathway to reach this scale. We are calling this strategy the Steve Fund’s “digital transformation.”

The Steve Fund is a virtual organization, with remote employees based throughout the United States. This position reports to the Executive Director.

POSITION SUMMARY

The VP of Programs and Services will be a senior member of the Steve Fund's (TSF) leadership team responsible for envisioning and building programs and services. The vision is for these programs and services to achieve desired learning, support, and health impact goals while also appropriately generating income streams to contribute towards the sustainability of the Steve Fund's work. Some of the most important qualities that this individual will have are 1) approaching the work with a sense of urgency, 2) possessing of outstanding written and oral communication skills, 3) the ability to problem solve and help others problem solve as well, 4) deep people management skills, 4) superior reasoning and judgment skills and the ability to make quick decisions, and 5) careful attention to detail.

This role reports directly to the Executive Director and will have peers in other areas of the organization. You will manage a team of employees, consultants, and vendors to deliver against your goals. In this role, you will:

- Oversee and be responsible for creating high quality and high impact TSF IP owned Programs, Services and Products (PSP)
- Oversee data capture, analysis and research-both in measuring the success of individual partner and client implementations and overarching mission impact
- Find academic, media, and industry research and apply this scientifically backed research to the development of PSP
- Ensure all developed PSP contributes towards TSF mission of promoting mental health and the emotional well-being of young people of color in the transition from adolescence to adulthood
- Be responsible for flawless program implementations
- Manage of a bench of mental health experts and consultants that deliver TSF PSPs
- Be responsible for achieving the goals set for your department

RESPONSIBILITIES

In this role, you will have responsibility within the three main areas listed below:

1. Program, Service and Product Development

PSP Owner

- Has oversight for Programs, Services & Products (PSP). Responsible for ROI analysis, PSP development, strategy and recommendations
- Will be the visionary creating content or directing team members to create content
- Drive the execution of all PSP lifecycle processes, including research,

analysis, planning, positioning, roadmap development, requirements development, financial analysis and launch

- Establish, implement and maintain development, production and delivery timelines

Internally & Externally Facing Collaboration and Delivery

- Responsible for collaborating closely with mental health, sales and marketing teams to build delivery strategy
- Will manage production vendors transforming the content into various modalities
- Is responsible for driving thought leadership and partner relationships with other mission driven organizations in order to expand TSF reach and impact
- Managing contractual obligations (grants, donations and paid service agreements)

2. Research

- Will ensure all content is researched-backed
- Have a pulse on mental health and emotional well-being research in academia, media, and in the market and incorporate the research into the TSF IP creation
- Will manage the design and creation of data capture research initiatives, including partner and client specific program feedback and incorporate this learning into the program development process

3. Program Delivery

- Will oversee the project management and delivery team
- Ensure the flawless delivery of TSF services and ensure high partner and client satisfaction
- Own the relationship with the Mental Health Expert (MHE) and consulting bench, including recruitment, contracting, onboarding, scheduling and matching MHEs to clients
- Will work collaboratively with the Senior Medical Director as the MHE will have a dotted line to this professional

QUALIFICATIONS

- Genuine interest in the mission
- Experience developing educational and supportive mental or public health

PSP delivered via multiple modalities

- Understanding of how to access and use academic and market research in PSP development
- String record of success taking in a lot of data, analyzing it and making recommendations based on the data - High level of skills examining and analyzing large sets of data and making data-informed recommendations
- Able to envision the macro “big idea” and navigate and implement the micro - the specific details of a project - at the same time. Vision, strategic planning and project management experience.
- Experience managing teams (internal and external). Demonstrated track record of uniting cross-functional teams.
- Comfortable working in a remote environment and with digital platforms to deliver services
- Critical interest in The Steve Fund’s mission with a deep commitment to racial equity
- P&L experience with the ability to analyze and report on ROI
- Experience with higher education and/or non profit organizations is highly desirable

COMPENSATION

Salary Range 110-140K

TO APPLY

The Steve Fund is partnering with CNA International New York Inc. on this search. Please send resumes to sharron.cox@cnaint.com or contact her on 917 383 1453 for further information.

The Steve Fund’s dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all of our content. Diversity is more than a commitment at The Steve Fund —it is the foundation of what we do.

The Steve Fund is committed to a policy of nondiscrimination and equal opportunity for all qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, age, national origin,

ancestry, disability or any other classification protected by federal, or applicable state or local law.