



Chief Project Officer Job Description

The Chief Project Officer will provide project management oversight and is essential to the strategic goals of the Illini Service Dogs organization at the administrative level. The CPO will manage top level projects crucial to supporting the mission of Illini Service Dogs. Additionally, they directly collaborate with the Special Projects Advisor to maintain continuity and improvement of Illini Service Dogs project-based initiatives at the advisory level. This position will work closely with a wide variety of volunteers, including those on the Administrative Board, Executive Board, Advisory Board, and Primary Handlers. This is a volunteer position that will reside within the Board of Directors, and assume voting rights.

Essential Duties and Responsibilities:

- Establish and maintain a governance structure for projects including a project intake/request review process
- Develop a standard methodology for project prioritization based on time, cost, and impact
- Responsible for organizing formal votes on project proposals

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- Provide leadership oversight and accountability for projects by eliminating barriers, escalating when appropriate, support project completion by deadlines and dedicated follow-through
- Teams with CFO to develop budgets and report costs towards projects as necessary
- Collaborate with and delegate specific projects and/or task management to the Special Projects Advisor to efficiently complete initiatives presented by the Administrative, Advisory, or Executive Boards
- Maintains compliance with applicable laws, regulations, policies, guidelines, and best practices

Required Qualifications & Skills:

- Experience with Slack, Microsoft Office, and Google Suite Products
- Desire to learn how to utilize Monday with the expectation of taking ownership of the tool for project management
- Excellent verbal and written communication skills
- Experience working and collaborating effectively in a dynamic environment
- Ability to prioritize needs during stressful situations with competing priorities

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Preferred Qualifications & Skills:

- Prior experience with project management in a non-profit organization setting or desire to learn based on a standard project management curriculum
- Prior experience with creating alignment across different groups of people

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