



## VITAMIN ANGELS POSITION DESCRIPTION

**POSITION:** Vice President for Programs

**EMPLOYER:** The Vitamin Angel Alliance, Inc. (VA)

**LOCATION:** Goleta, CA or Remote, USA

Vitamin Angels is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We are a dedicated group of individuals who aim to foster a supportive environment where everyone can contribute, thrive, and grow.

### ABOUT VITAMIN ANGELS

Vitamin Angels (VA) is a public health non-profit working to improve nutrition and health outcomes in low-resource settings worldwide. We strengthen, extend, and amplify the impact of our partner organizations working to reach the most nutritionally vulnerable groups – pregnant women, infants, and children – who are underserved by existing systems. We do this by delivering evidence-based interventions (vitamin A, deworming, multiple micronutrient supplementation for pregnant women, promotion of optimal maternal, infant, and young child feeding practices, and supplementary feeding programs) and offering technical assistance, including ongoing monitoring and evaluation, to ensure program quality, scale, and impact. Vitamin Angels works with over 2,000 local organizations, including governments, to reach more than 70 million women and children in 65 countries annually.

### PURPOSE OF POSITION

The role of the Vice President for Programs is to provide leadership and mentorship to the Program Division, and to inform the structural and functional management (with an internal and external view) of the Program Division and VA's global operations. The major duties of the VP for Programs are to:

- i. Provide leadership to the Program Division and Vitamin Angels at-large to strengthen its function as a global public health non-profit focused on nutrition. Vitamin Angels operates as four divisions: Programs, Development, Marketing, and Corporate Services. The Program Division is comprised of global teams in 9 priority countries and a US-based support team that coordinates and supports VA's Implementation Science, Technical Support (Monitoring and Evaluation and Learning Solutions), Program Operations, Donor/ESG Engagement, and Supply Chain efforts.
- ii. Influence and motivate the VA Strategic Leadership Team and Program Division Team, focusing on performance related to key operational objectives and priorities as they apply to both the short- and long-term strategic objectives of the organization.
- iii. Oversee the formulation and execution of the Program Division's annual operational plan and regional and country objectives and activities, which are informed by the three-year strategic plan.
- iv. Maintain vision for and design and execute a global operating structure in coordination with the SVP of Operations.
- v. Foster the continuous growth, performance, and professional development of the Program Division through the development of collective leadership responsibilities that blend high expectations with leadership accountability and support.
- vi. Develop leadership within the Program Division that enables effective and efficient communication and builds team cohesion and work streams.

- vii. Develop the culture and dynamics of the Program Division team through regular communication and activities that build team effectiveness and cohesion across geographies. Actively promote inclusion and equitable practices within the Program Division.
- viii. Build leadership within the Program Division that can effectively communicate the Program Division's progress and goals to VA's cross-divisional leaderships teams and represent the Programs Division to VA's Strategic Leadership Team.
- ix. Represent and build leadership within the Program Division that can accurately and effectively represent the work of VA within the broader nutrition community.
- x. Plan for measured growth within the Program Division and synchronize growth in coordination with other divisions (e.g. Development and Marketing) of VA.

The VP for Programs applies expertise in all aspects of Program Division technical operations and exemplifies superior leadership qualities while working to promote, exemplify and further the mission<sup>1</sup>, values, and culture of VA.

**LEVEL OF DECISION-MAKING**

Within the bounds of VA's mission, values and policies, and sound professional practices, the VP for Programs provides day-to-day leadership and oversight to the Program Division. This person is free to manage their activities in whatever way best serves VA clients, partners and employees. Specific authorities and implementation procedures will be determined in conjunction with the Senior Vice President for Nutrition.

**ORGANIZATIONAL RELATIONSHIPS**

VA operates under a collaborative, matrix management model. The VP for Programs establishes their own daily work priorities and ensures that all responsibilities are conducted consistent with accepted best practices, sound professional judgment, and within the established schedule and budget.

REPORTS TO:	Senior VP for Nutrition
PRIMARY WORKING RELATIONSHIPS:	Associate Director of Program Operations Senior Program Manager, Program Ops Lead Senior Program Manager, Implementation Science Team lead Senior Nutrition Scientist, Technical Team Lead Senior Supply Chain Manager/Team Lead Director, Corporate/Foundation Engagements Senior VP for Development VP for Marketing Senior VP of Operations CFO Country team leads Contractors Staff at counterpart technical agencies
TRAVEL REQUIRED	Yes (roughly 15% time, in accordance with Covid-19 travel restrictions)

**KNOWLEDGE, SKILLS AND ABILITIES (REQUIRED AND DESIRED)**

*Required:*

- Master's degree (e.g., in Public Health, Nutrition Science, Non-profit Management, or related discipline) from an accredited university

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<sup>1</sup> Our *mission* is to help at-risk populations in need – specifically pregnant women, new mothers, and children under five – gain access to life changing vitamins and minerals.

- 5-10 years of significant experience and strong record of leading and managing a diverse team in a senior program leadership position with an international non-profit organization,
- Demonstrated commitment to health equity,
- Record of developing and implementing growth-oriented operational strategies,
- Experience leading organizational development and guiding complex international planning, including the ability to set priorities and guide investments in people and systems for a global organization,
- Knowledge of and comfort with multi-channel revenue generation, drawing from a wide array of corporate and institutional giving sources,
- Strong verbal and written communication skills, ability to adapt communication style to different audiences to inspire trust in people from diverse backgrounds, effective facilitation skills, and strong active listener,
- Record of leading effective teams and providing thoughtful and diplomatic mentoring,
- Leading (online) meetings,
- Knowledge of essential financial planning, budgeting, and information systems,
- Computer literacy,
- Superior written and oral communications skills,
- Superior interpersonal and interdepartmental skills, being able to negotiate, isolate and solve for problems with a positive focus,
- Superior organizational skills,
- Ability to manage stress, including, but not limited to, stress resulting from local travel, large crowds, open spaces, shared office space, daily activities, and conflict resolution between co-workers and employees, and
- Ability to remain seated for extended periods of time, including, but not limited to, prolonged air travel and general job assignments performed at a desk, and flexibility to take meetings outside of regular business hours.

*Highly desirable:*

- Doctoral degree (e.g., Ph.D. or Doctor of Nutritional Science, Public Health, or related discipline) from an accredited university plus 3-5 years relevant experience in navigating significant periods of growth and change for an international non-profit organization.
- Fluency in a second language.
- Experience in the for-profit sector.

**CHALLENGES OF THE POSITION**

The special challenges for the VP for Programs are multi-fold. This person must: i) function effectively in an organization under continuing transformation and growth, ii) recognize and thrive in a non-profit organization driven by an unusual primary revenue generation model, including cause marketing promotions in association with retail products, Corporate Social Responsibility, and ESG programs, iii) be comfortable with an organization that seeks to apply, as feasible, market and business oriented solutions to its non-profit work, iv) function within a working environment that promotes self-initiative and collaboration among many team members both internal and external to VA, and v) possess an ability to work effectively/efficiently and thrive in an environment in which many VA team members both internal and external to the Program Division are situated in multiple time zones and accessible only by phone, email, or videoconferencing software.

**BENEFITS**

Comprehensive benefit package includes: Medical, Dental and Vision Care, Life Insurance, 401(k), Paid Time Off, Holidays, Wellness Program and more.

**APPLICATION**

DRiWaterstone is leading this search for Vitamin Angels. For more information and to apply, please visit: <https://waterstonehc.com/driwaterstonehc/position/vitamin-angels-vp-programs/>.