



Job Title: Executive Vice President (EVP) – Projects & Programs

Location: Remote/Hybrid in the United States

Employment Type: Full-Time

Compensation: Salaried at \$185k - \$200k + benefits package

About Opus 1 Foundation

Opus 1 Foundation is a 501(c)(3) public charity committed to using the power of the arts to raise awareness and create impactful solutions to global issues. Our mission is to empower communities through creative projects that highlight today's and tomorrow's most-pressing challenges, foster dialogue, and drive change. By 2025, Opus 1 Foundation aims to impact over 100,000 individuals globally, with a **focus on education, economic development, health and well-being, climate change and environmental sustainability, and internal relations** through arts-based initiatives.

Learn more: <https://www.opus1foundation.org>

Role Summary

The **Executive Vice President (EVP) of Programs and Projects** plays a critical leadership role at Opus 1 Foundation, overseeing the development, execution, and evaluation of all programs and projects. This individual will manage a team of 5 Program Officers and supporting staff to ensure alignment with the foundation's mission and strategic goals. The EVP will drive innovation, foster collaboration, and champion **focus areas of education, economic development, health and well-being, climate change and environmental sustainability, and internal relations** as they relate to Opus 1's mission.



Key Responsibilities:

Leadership and Strategic Oversight

- Provide visionary leadership to ensure programs and projects align with the foundation's five-year strategic plan and mission.
- Supervise and mentor 5 Program Officers and support staff, fostering a collaborative and high-performance work environment.
- Develop and oversee annual program budgets, timelines, and performance metrics in coordination with the CEO and finance team.
- Serve as a key member of the executive leadership team, contributing to organizational strategy and decision-making.

Program Development and Management

- Guide the design, implementation, and evaluation of innovative programs, ensuring they meet community needs and achieve measurable impact.
- Ensure programs are inclusive, accessible, and reflective of Opus 1's commitment to diversity and equity.
- Monitor program performance through data analysis, reporting, and stakeholder feedback to ensure continuous improvement.
- Collaborate with program teams to identify new opportunities and secure partnerships or funding to expand initiatives.

Stakeholder Engagement

- Build and maintain relationships with donors, partners, and community stakeholders to enhance program visibility and funding.
- Represent Opus 1 at conferences, public forums, and meetings to advocate for the foundation's mission and initiatives.
- Partner with the development team to align program goals with funding opportunities and donor interests.

Operational Excellence

- Develop and implement standardized processes and frameworks for program management, ensuring consistency across all initiatives.
- Coordinate with the operations team to ensure compliance with legal, financial, and ethical standards.
- Use emerging technologies to enhance program delivery and efficiency, supporting global scalability.



Qualifications:

Education

- Bachelor's degree in Nonprofit Management, Arts Administration, International Development, or a related field. MBA preferred. Equivalent experience will also be considered.

Experience

- 10+ years of experience in nonprofit program management, with at least 5 years in a senior leadership role.
- Proven track record of successfully managing large-scale projects with diverse teams.
- Experience working in global contexts or with marginalized communities is highly desirable.

Skills and Competencies

- Strong leadership and team management skills with the ability to inspire and motivate staff.
- Expertise in program design, monitoring, and evaluation (PM&E), including developing KPIs.
- Exceptional communication and interpersonal skills, with the ability to engage diverse audiences.
- Strategic thinker with the ability to balance long-term vision with day-to-day execution.
- Proficient in budgeting, financial oversight, and resource allocation.
- Commitment to Opus 1's core values and ethos.

Why Join Us?

- Be part of a visionary organization at the forefront of arts, advocacy, innovation and impact.
- Work in a creative and collaborative environment that values free-thinking, diverse perspectives, bold action and inclusivity.
- Contribute to transformative projects & program that make a tangible difference in communities worldwide.



To Apply:

Please submit your resume, cover letter, and portfolio of relevant work (if applicable) to the office of the CEO: **director@opus1foundation.org**.

Opus 1 Foundation is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.