

## **Civilian Marksmanship Program**

### *Position Description*

**Position Title:** Deputy Chief Programs Officer

**Position Reports to:** Chief Programs Officer (CPO)

**Position Description For:**

**Position Location /Department:** CMP North, Camp Perry, OH

**FLSA (E/NE):** Exempt

**Approved by:** Christie Sewell

**Date:** 4/16/2024

**Position Summary:** The Deputy Chief Programs Officer (DCPO) serves as a key collaborator to the Chief Programs Officer (CPO), actively contributing to the development and expansion of programs aligned with the mission and vision of CMP. With commitment to advancing CMP's objectives, the DCPO assumes an important role in orchestrating the success of CMP's goals and initiatives. This role entails strategic oversight of program execution.

The Deputy Chief Programs Officer is responsible for assisting the Chief Programs Officer in managing programs, budgets, events, department managers, staff members and job assignments. The DCPO provides budget oversight and management, emphasizing cost reduction while delivering excellent customer experiences at CMP events.

**Positions Dimensions:** Specific program and job assignments are determined by the Chief Programs Officer and are subject to change. Assignments include:

- Assist the Chief Programs Officer as directed.
- Track program budgets and prepare reports as needed for the Programs Chief and CEO.
- Verifying budget amounts within CMP operating systems.
- Oversee daily deposits and monthly reconciliation processes.
- Collaborate closely with the Finance Department to ensure timely completion of financial tasks.
- Manage petty cash and maintain accurate documentation of expenditures.
- Process all purchase orders for CMP North.
- Responsible for procurement and inventory management of office supplies.
- Assist with Program Staff Development, including scheduling and support as needed.
- Establish and monitor goals for assigned staff members, including setting deadlines.
- Manage staff time, approve leave requests, and oversee overtime.
- Provide regular performance evaluations and feedback.
- Supervise and adhere to budgets for managed programs and duties.
- Provide annual input and recommendations on programs and staffing to Chief Programs Officer and senior management.
- Establish written goals and deadlines for each program in coordination with leadership.
- Maintain comprehensive program histories for reporting purposes.
- Deliver monthly reports and updates on managed programs to senior management.
- Develop and maintain Standard Operating Procedures (SOP's) for each program.
- Prepare after-action reports for all events and coordinate with relevant stakeholders.
- Establish and renew Memorandums of Understanding (MOU's) for events involving external partners.

- Assist in the development and implementation of new programs, products, and services.
- Provide support during special events or peak periods.
- Enforce CMP policies and procedures, providing guidance to staff as needed.
- Follow and ensure all CMP policies and procedures are followed and adhered to. Provide direction and guidance to staff members on CMP policy matters.
- Prepare board reports for the Chief Programs Officer.
- All other duties as assigned.

**Relationships:**

Assists the Chief Programs Officer in overseeing and enhancing program initiatives and personnel. Directs the CMP North Customer Service Department, National Match Foreman, National Match Temporary & Volunteer staff, Safety Officer, and International Distinguished personnel. Maintains regular communication with all CMP staff members, coordinators, managers, officers, competition officials, affiliates, local youth program leaders, military personnel, representatives from other shooting organizations, vendors, and CMP clientele.

**Guidelines Available to Employee:**

CMP Policies, CMP Board decisions, CMP Employee Handbook, CMP Competition Rules and National Standard Three-Position Air Rifle Rules.

**Physical Demands & Work Environment**

Most work is done in a normal office environment with full data processing support. A few job assignments are done in a warehouse setting. Shooting events are conducted outside or in shooting range, gun club or classroom environments. Travel is required.

**Complexity Level**  
(Low/medium/high)

Medium-High – The Deputy Chief Programs Officer holds accountability for the comprehensive achievement of the CMP’s events, programs, and sales objectives. Proficiency in administering guidelines, regulations, and procedures is paramount to effectively advancing the CMP’s mission. Knowledge of all CMP rules is essential for ensuring adherence to CMP’s high standards.

**Scope & Effect**  
(Low/medium/high)

High — This role entails event planning, developing, and thorough execution of pivotal programs and events vital to the company’s success and alignment with the CMP’s Mission and Vision.

**Qualifications**

Education/Experience: Bachelor’s degree from an accredited four-year college or university or possess five to ten years of relevant experience and/or training, or equivalent combination of education and experience. Five to ten years middle to high management experience required. Proficiency in planning, coordinating, budgeting, and overseeing events and staff is essential.

Skills/Training: In-depth knowledge of all CMP operations. Excellent computer skills with the ability to use MSWord, Excel and proprietary data processing programs are required. Ability to effectively communicate with affiliate leaders, vendors, military leaders, community members and competitors/customers is required.

Travel is required. A valid driver’s license is required for travel and driving CMP owned vehicles.

Must complete Safe Sport Certification and other professional development courses.