



## **Baltimore City Community Action Partnership Deputy Director**

The Mayor's Office of Children & Family Success seeks a Deputy Director to support Baltimore City's Community Action Partnership (CAP) centers. Reporting directly to the CAP Director, the Deputy Director occupies an essential role on a team charged with executing the office's strategy and mission.

The Mayor's Office of Children & Family Success (MOCFS) is a newly-created office by Mayor Young tasked with leveraging every community asset and government resource available to position children and families to reach their fullest potential. MOCFS serves intentionally and strategically as a catalyst for enriching the quality of life for Baltimore's citizens. By championing a high-quality educational system, cultivating robust and meaningful advancement opportunities, and connecting families to resources, we help break the cycles of poverty in our city. Baltimore City Community Action Partnership (BCCAP) is core to the work we are doing in the Mayor's Office of Children & Family Success and play a critical role in the community to lift up Baltimore's children and families.

The Deputy Director will be responsible for diverse day-to-day operations, including BCCAP's comprehensive Community Needs Assessment process, assessing internal and external needs and resources, strategic planning, and organizational leadership. Particular emphasis is placed on administration and oversight of the Community Services Block Grant (CSBG), related planning and reporting requirements, as well as the pursuit of excellence and performance-based management and accountability, including the CAP-wide implementation and integration of ROMA principles and practices.

This is a unique opportunity to join a passionate, dedicated team committed to having an immediate and lasting impact on our community.

### **Successful candidates must:**

- ✓ Be able to manage multiple projects/tasks simultaneously while meeting tight deadlines
- ✓ Be hard-working, driven by a sense of urgency to overcome obstacles and challenges while adhering to strategic plan
- ✓ Be able to quickly adapt to competing and shifting priorities in a timely manner
- ✓ Be passionate about Baltimore, youth and families—and a believer in the mission and work

### **Essential Duties and Responsibilities** (*other duties may be assigned*):

- Establishes and maintains effective working relationships with other agencies and community to ensure effective delivery of services.
- Develops and maintains Agency and administrative policies and procedures manual in compliance with appropriate rules and regulations to ensure operational efficiency.
- Directs and oversees all CSBG activities, including the contractual agreement, Community Needs Assessment, development of annual Community Action Plan, collection of ROMA Next Gen data, and all reporting relevant to the CSBG contract and ROMA system.
- Prepares and validates organizational performance reports needed for internal management and those needed to satisfy the requirements of external stakeholders.
- Oversees the development and submission of all funding applications including local, state, and federal grant applications, as well as corporate and funding opportunities.
- Coordinates all activities, including scheduling of meetings and agenda preparation, meeting minutes, preparing quarterly progress reports on BCCAP's strategic plan, and providing quarterly strategic plan updates to the CAP Director and Agency Board of Directors.

- Develops and maintains data reporting systems to support achievement and maintenance of the CSBG's *Organizational Standards*, as well as works in partnership with the CAP Director to achieve a long-term goal of meeting the *Standards of Excellence in Community Action*.
- Oversees the development of a CAP-wide system for gathering client satisfaction data and prepares quarterly updates to the CAP Director and Board of Directors.
- Supports the Leadership Team in creating and implementing the organization's shared vision of establishing an environment that facilitates and motivates employees in working toward achievement of organizational goals and standards of excellence.
- Works with the CAP Director to ensure that CAP's programs meet federal, state, local, contract and grant requirements, agency standards, certifications, and licensing requirements.
- Consults with the CAP Director on policy changes and matters requiring significant changes in strategic direction or operating plans, potential legal exposure, and material changes in a program's contractual or financial status or position.
- Supports CAP management in the development of a 'pipeline' for cultivating talented staff for succession planning and supporting Agency's goals/strategies.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of public and business administration and management, including the process of planning, organizing, staffing, directing and controlling.
- Knowledge of methods and procedures for collecting, organizing, interpreting, and presenting information.
- Knowledge of the basic principles of accounting, budgeting, fiscal controls and statistics.
- Knowledge of management practices and methods.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to compile financial and operational data and to analyze charts, reports, and statistical and budgetary statements.
- Ability to plan, organize and direct the work of others.
- Ability to research and write complex narrative and statistical reports.
- Ability to establish and maintain effective working relationships with City officials, community and business groups.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in Business Administration, Public Administration, Management, or related field from an accredited college or university is required.
- 10 years of progressively increasing responsibilities, including 4 years of supervisory experience is required.
- Professional certifications may be required.
- An equivalent combination of education and experience.

For more information on BCCAP, please review the following link: <https://www.bmorechildren.com/cap>