



Job Announcement

Position: Deputy Director	Department: Administration
Location: Charles County	Employment Status: Full-Time
Reports To: Vice President	Compensation: \$79,109 - \$106,653
Weeks Worked: 52	Work Per Week: 40 – [Monday – Friday]
Opening Date: February 28, 2018	Closing Date: Until Filled

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	On line at: www.smtccac.org
Required Documents: <u>The following documents are required based on job:</u> In addition to your application and resume please provide a copy of your high school diploma, degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

Job Description:

The Deputy Director reports directly to the Vice President and is responsible for: program management oversight and compliance, planning and evaluation, resource development, external communications, budgeting, personnel management, program expansion, etc. The Agency administers services such as Head Start, Adult Day Care, Housing Counseling, Rental Assistance, Emergency Food, Affordable Rental Housing, Utility Assistance, Senior Companion, Commercial Driver’s License Training, etc.

Qualifications/Requirements:

Master's Degree in Social Work, Public Administration, Business Administration, or human services related field. A minimum of five (5) years of experience in a senior administrative/executive level position is required. Nonprofit sector experience is necessary. Possess a demonstrated successful track record of administrative and program oversight. Other experience requirements include grant-writing and resource development; grants management oversight of major programs; budget and personnel management, planning, effective working relationships at the federal, state, regional, and local governmental levels; excellent written, verbal, and technology-driven communication and presentation skills; public speaking; and effective team-based leadership.

Working knowledge of Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and generate reports. Requires an ability to maintain confidentiality at all times. Ability to work independently, plan, exercise judgement and critical thinking, organize and prioritize assignments to meet deadlines and complete tasks in a timely and accurate manner. Demonstrated ability to analyze problems/issues, gather data and information, evaluate and recommend alternative solutions. Possess communication skills to effectively and professionally convey information using tact and diplomacy with internal and external community. Clearly demonstrated team-building skills to establish and maintain good working relationships. Knowledge of budget planning and preparation. Writing and grammar skills to independently draft correspondence pertaining to the operations, policies, and procedures of various subject matters.

Responsibilities and Duties:

- Perform Public Relations Activities to market agency services.
- Develop and produce Annual Report and Fact Sheets.

- Prepares press releases and public announcements.
- Leads in the development of Agency marketing materials
- Supervises and works with staff to disseminate information via Social Media

Serve as clearinghouse for all statistical data and proposals.

- Implement proposal request process to ensure compliance with agency's mission and priority areas.
- Tracking submission and clearinghouse approval process.
- Monitor review and rating process.
- Establish outcomes and organizational placement.

Conduct Planning Activities

- Participate in the Strategic Planning process
- Prepare Agency Community Action Annual Plan
- Conduct Community Needs Assessment as required
- Serve as Board's Evaluation and Planning Committee as needed
- Conduct Bi-Annual Program Assessments and others as required

Develop a monthly reporting format for projects in conjunction with the President that includes:

- Agreed upon outcomes and periodic progress
- Qualitative information.
- Serves as a continuous improvement instrument.
- Produce Quarterly Report for Board of Directors review.

Ensure Monitoring and Compliance of assigned programs/services

- Supervise and evaluate staff
- Prepare and monitor budgets
- Prepare and analyze programmatic reports as required
- Participate in internal and external monitoring activities
- Prepare agency programmatic reports for funding sources

Participate and coordinate fund development activities.

- Prepare grant applications and proposals for funding
- Lead and/or participate in fundraising activities
- Research and identify content opportunities
- Make recommendations to the President with timelines
- Train and maintain a team of writers to help prepare and assemble application/proposal

Serve as primary ROMA Implementer or Trainer for Agency

- Secure certification within one-year of employment
- Participate in the coordination of the Agency's Strategic Plan

In the absence of the President sign vendor checks, grant agreements and contracts.

Attend Board of Director's meetings and other meetings as assigned.

Other duties as assigned.

An Equal Opportunity/Affirmative Action Employer