



Job Announcement

Position: Vice President	Department: Administration
Location: Joseph W. Forbes	Employment Status: Full-Time
FLSA: Exempt Grade: 21	Compensation: \$120,000 - \$138,000 per annum
Weeks Worked: 52 Revised: 08/22/2024	Work Per Week: 40 + hours. Monday – Friday, some evenings/weekends
Opening Date: August 23, 2024	Closing Date: Until filled

Summary of Job Description: The Vice President reports directly to the President, will oversee program management, compliance, planning, and evaluation. Responsibilities include fundraising, resource development, external communications, budgeting, personnel management, and program expansion. This role will manage customer services and various programs such as Head Start, Friendly Health Services, Housing/Energy, and Commercial driving training program.

Summary of Requirements: *master's degree* in social work, Public Administration, or a related field. Minimum of 7 years of experience in a senior administrative or executive role. Nonprofit sector experience is essential. Community Action Agency experience is preferred. Proven track record in administrative and program oversight. Experience in grant-writing, resource development, grants management, budgeting, and personnel management. Proficiency in Microsoft Word, Excel, Outlook, or other software for data retrieval, spreadsheet creation, and report generation. Strong communications skills both written and verbal, and effective public speaking abilities. Experience with planning, team-based leadership, and relationship management at various governmental levels. Ability to maintain confidentiality, work independently, plan, exercise judgement, and meet deadlines. Demonstrated problem-solving, data analysis, and team-building skills.

Responsibilities and Duties:

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.

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.

Serve as a 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.

Licenses or Certificates:

Valid Maryland Driver's License.

Special Requirements:

State and Federal Bureau of Investigation Criminal Background Check, National Sex Offender Public Registry Check, Physical, Tuberculin PPD Tine Test at time of employment, and annually, or by physician requirement, thereafter, and Pre-Employment, Random, Post-Accident Drug and Alcohol testing.

Physical Demands:

Work requires limited physical effort.

Applications Accepted By:

Online at: www.smtccac.org

Required Documents:

The following documents are required based on job: In addition to your application and resume please provide a copy of your college transcripts. ***Applications and Documents submitted with missing information will not be considered. Do not send applications via Fax.***

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