



## Job Announcement

<b>Position:</b> Vice President	<b>Department:</b> Administration
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 21	<b>Compensation:</b> \$123,196 - \$160,161 per annum
<b>Weeks Worked:</b> 52 <b>Revised:</b> 09/30/2025	<b>Work Per Week:</b> 40 + hours. Monday – Friday, some evenings/weekends
<b>Opening Date:</b> October 2, 2025	<b>Closing Date:</b> Until filled

### Job Purpose

The Vice President serves as the second-in-command to the President/CEO and provides high-level oversight of agency programs, compliance, and operations. This role ensures that all services align with the agency’s mission to reduce poverty and support low-income families. The Vice President oversees program planning, compliance and monitoring, fundraising, resource development, external communications, budgeting, personnel management, and program growth.

This position oversees multiple service areas including, but not limited to, Head Start, Housing and Energy Assistance, Transportation/Training, and Community Services. Continued employment is contingent upon sustained funding.

### Qualifications

- Master’s degree in social work, Public Administration, or a related Human Services field required.
- At least 7 years of progressively responsible leadership experience in nonprofit administration or executive management.
- Demonstrated success in program oversight, compliance, and resource development.
- Strong background in grants management, budgeting, personnel supervision, and organizational planning.
- Experience working with federal and state grant programs; Community Action Agency experience preferred.
- Excellent communication skills, including public speaking, grant writing, and use of technology for reporting and presentations.
- Ability to lead teams, manage multiple priorities, and work effectively with federal, state, and local partners.
- Proficiency with Microsoft Office applications; ability to analyze and present data.
- Demonstrated ability to maintain confidentiality, exercise sound judgment, and manage sensitive matters professionally.

### Responsibilities

#### Fund Development and External Relations

- Lead and coordinate fundraising activities and grant development.
- Prepare and oversee grant applications and proposals.

- Direct production of agency marketing materials, annual reports, press releases, and fact sheets.
- Oversee public relations and social media communications.
- Represent the agency with external stakeholders, funders, and partners.

#### **Planning and Evaluation**

- Lead the development of the annual Community Action Plan and Community Needs Assessment.
- Support strategic planning, program assessments, and evaluation activities.
- Provide regular reports to the President/CEO and Board of Directors.
- Serve on the Board's Evaluation and Planning Committee when assigned.

#### **Program Oversight and Compliance**

- Supervise assigned program directors and administrative staff.
- Ensure compliance with federal, state, and local funding requirements.
- Develop and monitor budgets; review financial and programmatic reports.
- Participate in internal and external monitoring visits and audits.
- Serve as a certified ROMA Implementer or Trainer within one year of hire.

#### **Leadership and Operations**

- Act on behalf of the President/CEO as assigned, including signing contracts and agreements.
- Foster a culture of accountability, continuous improvement, and collaboration.
- Support human resources activities including performance evaluations and staff development.
- Perform other duties as assigned by the President/CEO.

#### **Licenses or Certificates:**

Valid Maryland Driver's License.

#### **Special Requirements**

Satisfactory results of state and federal criminal background checks, sex offender registry checks, pre-employment, and random drug/alcohol testing, and required medical clearances.

#### **Physical Demands**

Work is generally sedentary and requires limited physical effort.

#### **Disclaimer**

This job description does not constitute an employment contract and may be revised by the agency, as necessary. Duties may be added, removed, or modified at the discretion of the agency.