

---

*CSBG Director*  
Southeastern Community & Family Services, Inc.  
**Job Description**

---

Southeastern Community & Family Services, Incorporated is an Equal Employment Opportunity Company, and is non-discriminatory and ethical in all matters.

**Summary**

Under the direction of the Chief Executive Officer, the CSBG Director is responsible for implementation and operation of the Community Services Block Grant program and should have direct experience in this field. Provide strategic recommendations to the CEO based on community needs assessment, CSBG organizational standards, compliance and regulations (including program revenue /expense analysis and cost allocations) Conducts community surveys and in-house evaluations. Conducts file audits (electronic and paper) to determine accuracy and compliance with ROMA goals. Provides assistance in the preparation of budgets and proposals. Serves on various committees of the Board of Directors to provide guidance and assistance.

**Reporting Relationships**

**Reports to:** Chief Executive Officer                      **Status:**            Exempt

**Manages:** Case Managers, Case Management Field Supervisors

**Key Relationships:** Executive management team, customers, vendors, community leaders & stakeholders, and members of committees of the Board of Directors

---

**Principle Duties and Responsibilities** includes those listed below as well as other duties as assigned by the Chief Executive Officer:

**Management:** Promotes linkage of programs to achieve maximum effectiveness. Maintains regular contact with program directors and coordinators to ensure an efficient operation. Provides CSBG staff support in achievement in programmatic goals and objectives.

**Organization:** Defines areas of responsibility and establishing methods of carrying out program operations for CSBG. Allocates CSBG staff and assigns personnel to work stations. Reviews program specific job descriptions annually and reviews changes with appropriate CSBG personnel. Conducts performance evaluation annually for existing CSBG personnel and special performance evaluations as required.

---

*CSBG Director*  
Southeastern Community & Family Services, Inc.  
**Job Description**

**Cost Control:** Exercises control of program expenditures. Analyzes cost reports and makes budget comparisons. Initiates corrective measures in coordination with the Chief Financial Officer when costs are out of line.

**Supervision:** Provides leadership and support for CSBG staff. Defines purpose of CSBG program and helps staff understand respective roles, functions, and responsibilities. Keeps CSBG staff informed on policies related to work and provides instruction on compliance with laws and regulations related to the operation of the CSBG program.

**ROMA Compliance:** Monitors electronic and paper files of all staff to verify compliance with ROMA guidelines. Provides guidance and support to Case Managers in developing action plans for enrolled FESS customers to ensure planned goals comply with ROMA. Ensures the appropriate use of the ROMA cycle in carrying out planning activities for the CSBG division.

**Evaluation:** Analyzes programmatic reports and conducts periodic inspections of customer files. Monitors programs and periodically reviews progress with appropriate staff. Identifies problem areas and initiates corrective action plan.

**Reporting:** Summarizes monthly program reports. Prepares annual and semi-annual progress reports. Assists in the preparation of budgets and proposals. Accepts special reporting assignments. Provides feedback, ideas and suggestions to the Chief Executive Officer.

---

---

**General Qualifications Requirements:**

- Have a strong capacity to collaborate with funders, vendors, community leaders & stakeholders and customers.
- Have a clear passion and commitment to helping people in our seven-county service area.
- Have superior written and oral communication skills, effective advocacy expertise and professional knowledge of program guidelines, including the NC Administrative Code.
- Required local and out-of-state travel

---

---

**Working Experience Requirements:**

- A minimum of 3-5 years of relevant experience with a strong background in non-profit program management.

---

*CSBG Director*  
Southeastern Community & Family Services, Inc.  
**Job Description**

- Experience in budgeting and fiscal control and knowledge of business procedures.
  - Strategic thinker with experience working with a strong professional team, federal and state funders and partners.
  - A minimum of 3-5 years of direct experience working in the CSBG department.
- 
- 

**Educational Requirements:**

Four-year college degree in Business Administration or related field (Human Services, Public Administration, etc.)

ROMA certified (preferred)