



City of Baltimore – Mayor’s Office of Children and Family Success

Director – Baltimore City Community Action Partnership

The Mayor’s Office of Children & Family Success (MOCFS) seeks a Director for the Baltimore City Community Action Partnership (BCCAP). Under the supervision of, and reporting directly to the Executive Director, the Director occupies a critical role, providing operational and visionary leadership to the organization to design and implement plans for the effective, efficient and impactful delivery of programs and services with performance standards and program evaluation.

The Organization

The Mayor’s Office of Children & Family Success is charged with leveraging every available community asset and government resource to lift up children and to make families whole. By championing a high-quality educational system, cultivating robust and meaningful enrichment opportunities, as well as connecting families to resources that support financial wellbeing, we can intentionally and strategically serve as a catalyst for enriching the quality of life for Baltimore’s children and families. Baltimore City Community Action Partnership, formerly under the Mayor’s Office of Human Services, was moved to the Mayor’s Office of Children & Family Success on July 1, 2019.

Baltimore City Community Action Partnership is one of over 1,000 Community Action Agencies across the United States that carry out the Community Action Program, which was founded by the 1964 Economic Opportunity Act to fight poverty by empowering the poor as part of the War on Poverty. As one of the largest Community Action Agencies in the State of Maryland with an operating budget of \$7.7 million, BCCAP administers programs and services at five (5) locations geographically dispersed throughout the City and employs 100+ full-time employees, all directed toward providing opportunities for low-income households and promoting self sufficiency, positioning all communities to thrive. The primary sources of funding for BCCAP include the Community Service Block Grant (CSBG), a federal program that allocates funding to states to connect Americans to greater opportunity, Community Development Block Grant (CDBG), State of Maryland Office of Home Energy funding and Baltimore City General Funds. BCCAP offers programs and services that fall under four focus areas: housing & energy, financial empowerment, food & nutrition and case management.

About the Director’s Position

The Director will act as a change agent and must possess the ability to inspire innovation and motivate a cohesive, effective management team to anticipate and solve problems. The Director will manage continuity, change and transition, and assess and address the impact of those on BCCAP. The Director must be able to deal effectively with demanding situations and is ultimately responsible for ensuring that BCCAP continues to find innovative approaches and funding sources for new programs that support the agency’s mission.

The Director must be a systems thinker who is data-driven and has a genuine passion and commitment to making a meaningful and measureable difference in the lives of Baltimore’s 600,000+ residents.

Principal Duties & Responsibilities

- Brings strategic, tactical and operational skills to the position.
- Consults with the Executive Director regarding strategic planning and its implementation – to establish a road map with measurable outcomes, translate broad goals into achievable steps, align resources behind that plan and communicate the status of performance and results.
- Updates the community needs assessment and strategic plan at required intervals.
- Responsible for planning, administering, coordinating fiscal management of programs and maintenance of program discipline to ensure compliance with all federal, state and local regulations.
- Analyzes all existing internal regulations and operations. Develops changes and makes available (as needed) appropriate technical and consultative assistance in augmenting program effectiveness, achieving desired goals and expanding program opportunities.
- Prepares and submits reports to Executive Director regarding financial, programmatic and administrative activities as well as challenges facing the organization.
- Selects and organizes an effective and competent management team and evaluates and reviews job performance of team members.
- Develops an environment to attract and retain a highly motivated staff, develops future leadership and provides coaching and guidance.
- Ensures that sound human resource practices are in place.
- Establishes and maintains effective partnerships and functions as a liaison between BCCAP, grantors, regulatory bodies, governmental representatives, community organization and with partner agencies with which BCCAP collaborates.
- Prioritizes conflicting needs; handle matters expeditiously and proactively; and follows through on projects to successful completion, often with deadline pressure.
- Executes all other duties as assigned.

Required Qualifications

The ideal candidate will possess a demonstrated record of accomplishment of leading a team of management professionals, as well as experience with financial management and financial reporting for an organization with a multi-million-dollar budget, ideally with multiple funding streams. Other qualifications include:

- Six (6) or more years of senior management experience, including three (3) years of experience managing functions through subordinate managers/supervisors.
- At least a Bachelor's degree; a Master's degree is strongly preferred. Equivalent education and experience may be considered.
- Excellent written and oral communications skills.
- Highly developed interpersonal skills.
- Attention to detail, ability to prioritize and manage multiple projects and meet deadlines.
- A strong sense of urgency.
- An ability to lead courageously, champion new initiatives, push for needed changes, anticipate and solve problems and be a team player.

Other Qualifications

- A strong understanding of Community Action Agencies and familiar with government operations.
- An ability to deal effectively with demanding situations and excel in a high-energy environment.
- Have an understanding of and commitment to empower those living in poverty in Baltimore City.

FOR QUESTIONS ABOUT THIS RECRUITMENT CONTACT:

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HOW TO APPLY:

To apply, visit Baltimore City's Department of Human Resources website (<https://www.governmentjobs.com/careers/baltimorecity>) and apply to the **Baltimore City Community Action Partnership Director** position.