

## Job Announcement – Re-Advertise

<b>Position:</b> Vice-President	<b>Department:</b> Administration
<b>Location:</b> Joseph W. Forbes	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> Executive	<b>Compensation:</b> \$91,000 - \$130,000
<b>Weeks Worked:</b> 52 <b>Revised:</b> 01/16/2020	<b>Work Per Week:</b> 40 + hours Monday – Friday, some evenings/weekends
<b>Opening Date:</b> February 18, 2020	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The Vice-President reports directly to the President and is responsible for: overall program management oversight and compliance, planning and evaluation, fundraising, resource development, external communications, budgeting, personnel management, program expansion, etc. The position will oversee all customer services and programs such as Head Start, Housing/Energy and Community Development, Transportation Training, etc.

**Summary of Requirements:** Master's Degree in Social Work, Public Administration or social/human services related field. A minimum of Seven (7) years of experience in a senior administrative/executive level position is required. Nonprofit sector experience is necessary. Community Action Agency experience preferred. 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 federal programs; budgeting 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. Always requires an ability to maintain confidentiality. 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:**

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: Mail and Online**

**Mail to:**

SMTCCAC, Inc. - Human Resources Dept.  
P.O. Box 280 Hughesville, MD 20637

**On line at:**

[www.smtccac.org](http://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 application's via Fax.**

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