

# JOB POSTING: Community Grants Director

**Applications Due: 5:00 pm on April 20, 2018**

**Job Type: Full-time.**

**Salary: Commensurate with Experience.**

**Start: Approx. July 1, 2018.**

**Benefits: Industry Competitive Package.**

## 1. **Background: The South Baltimore Gateway Partnership**

The South Baltimore Gateway Partnership (SBGP) is a dynamic, nimble, and highly entrepreneurial community economic development authority working within a collection of neighborhoods across south and southwest Baltimore known as the South Baltimore Gateway Community Impact District. We are a relatively new organization, with a vigorous startup culture and a mandate to achieve measurable and meaningful change. We are funded with approximately \$6 million/year in public funds.

Under the SBGP Strategic Plan, we focus on three critical goals from the South Baltimore Gateway Master Plan: **Environmental Sustainability** (which principally means making improvements to parks and public spaces); **Health and Wellness** (which principally means using recreational infrastructure as a platform for improving fitness and behavioral health); and **Community Development and Revitalization** (which principally means helping neighborhoods to attract the kinds of investment that they are seeking).

To accomplish these bold aims, we are building three distinct but integrated program areas. SBGP is 20% a Foundation, providing **Community Grants** to community organizations and nonprofit organizations; 30% a Community Benefits District, providing **Enhanced Services** above and beyond what the City can afford to provide; and 50% a Community Development Corporation, spearheading major **Transformational Projects** that affect the future trajectory of the District and the City.

If all of this sounds extremely unusual, that is because we are quite unique. SBGP is a highly effective and professional governmental body with the soul of a social enterprise startup, created specifically to accelerate the pace of positive change and act as a powerful catalyst for long-needed action. We reflect the aspirations of all of our neighborhoods, irrespective of demographics or income, but starting first and foremost with those communities that have the greatest needs. More information can be found at [www.sbgpartnership.org](http://www.sbgpartnership.org).

## 2. **Background: The Community Grants Program**

We operate a community grants program that awards approximately \$1 million per year to nonprofit and mission-based organizations that are based in, work in, or serve the District. These grants come in three tiers: Tier 1 (up to \$5,000), Tier 2 (up to \$50,000) and Tier 3 (up to \$100,000).

While some of our recipients are professional nonprofit organizations, many are volunteer-based community organizations in need of significant amounts of support and capacity building. Our goal is twofold: to support important projects that need to happen, and to use our grants to help these small grassroots organizations build their capacity over time.

### **3. Position: Community Grants Director**

We are seeking a Community Grants Director to develop, oversee, and manage our growing Community Grants program. They will report directly to the Executive Director.

Responsibilities include:

- Oversee Grant Solicitations (30%) including:
  - Prepare and edit grant solicitation, application, review and selection, and award documents and tools;
  - Publicize grant solicitations and disseminate applications;
  - Organize public meetings to explain and advertise our grants;
  - Organize grant writing workshops to help Tier 1 applicants apply for grants;
  - Receive, track, and organize applications through our online portal and other mechanisms; and
  - Coordinate and participate in the review process and assist the Program Committee and Board in making their final selections.
- Manage a Grant Portfolio (40%) including:
  - Work with grantees to help them sign grant agreements, complete onboarding items, process payments, and implement their programs;
  - Oversee applicants to ensure that funds are being properly spent; and
  - Provide technical support as needed.
- Oversee and Improve Policies and Procedures (10%) including:
  - Revise the Grants Manual to improve the quality and effectiveness of the program; and
  - Expand and improve our capacity building efforts for grantees.
- Hire and Oversee Grant Management Staff (20%) including:
  - Work with the Executive Director to identify and hire exceptional talent;
  - Inspire, motivate, train, and support that staff; and
  - Manage staff to ensure that grants are managed with the highest standards of effectiveness.

Work will be a flexible combination of office time, meetings and site visits in the District as well as remote working. Access to reliable transportation, and an ability to work flexible hours (including occasional evenings or weekends) is required.

#### Qualifications:

SBGP is seeking extraordinary talent. The ideal candidate will combine the following attributes:

- Creative, imaginative, and visionary personality.
- Practical, detail-oriented, and effective personality.

- Nuanced understanding of the social, historical, and political dynamics of pursuing community development in Baltimore City neighborhoods.
- Direct professional experience in grant making, management and administration.
- Proven track record of building programs that simultaneously achieve high-level goals while attending to fine-grained details.
- Proven track record of managing multiple complex tasks simultaneously.
- Proven track record of working in teams, inspiring others, resolving conflict, and leading groups of people to success.
- Proven track record of building and managing budgets.
- Proven track record of effective program management.
- Proven track record of managing and supporting other staff members.

#### **4. Application: Requirements and Instructions**

We believe that the world is filled with talented, passionate, and capable people, and so we encourage all of them to apply. We particularly encourage residents of our District to apply.

##### Application Instructions:

- Provide a resume and cover letter in Word or PDF format. The cover letter must directly respond to the Qualifications listed above, and include a preferred salary.
- Applications (resume and cover letter) must be emailed to [outreach@sbgpartnership.org](mailto:outreach@sbgpartnership.org) by 5:00 pm on Friday, April 20, 2018. The email subject line must read “Application: Community Grants Director.” **Hard copy submissions, and applications received after the deadline, will not be accepted.**
- Due to the large number of expected applications, only those candidates selected for an interview will be contacted. There is no need to contact SBGP to determine whether you are being considered for an interview; we will reach out to you directly if we would like to schedule an interview.

##### Equal Employment:

SBGP provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual identity, sexual orientation, national origin, age, disability or genetics. In addition to all federal laws, SBGP complies with all applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

SBGP expressly prohibits any form of workplace harassment or discrimination based on race, color, age, religion, sex, disability, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, child birth, or related conditions. Improper interference with the ability of SBGP’s employees to perform their job duties may result in discipline up to and including discharge. SBGP does reserve the right to select from among a pool of

qualified, applicants one that provides an opportunity to further our mission through local hiring of a District resident.

Legal Requirements:

By law, all employees must (1) Attend training in Baltimore City Ethics requirements, and comply with those requirements; (2) File annual financial disclosure statements (except for clerical employees); and (3) Reside inside Baltimore City.