

# JOB POSTING: Enhanced Services 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 Enhanced Services Program

We are currently making major investments in parks and public spaces across the District, including enhancements to capital, maintenance, and programming. We intend to raise every neighborhood to the same high level of service, recognizing that some communities have further to go than others. Our ultimate goal is to create the best network of parks and public spaces in Maryland.

In order to prioritize our spending, we performed a District-wide Needs Assessment. This included walking through every site with Baltimore City Recreation and Parks (BCRP) staff and local residents and stakeholders to develop a detailed list of work that needs to be performed. We then translated that Needs Assessment into a comprehensive, multi-year Implementation Plan for capital, maintenance, and programming, which incorporates investments by SBGP, BCRP, and other third parties (such as the Ripken Foundation).

### **3. Position: Enhanced Services Director**

We are seeking an Enhanced Services Director to develop, oversee, and manage our growing Enhanced Services program. They will report directly to the Executive Director.

Responsibilities include:

- Build the Enhanced Services program (30%), including:
  - Oversee the ongoing evolution of the Implementation Plan;
  - Manage the Enhanced Services budget;
  - Work collaboratively with Baltimore City Recreation and Parks, the Baltimore City Health Department, Baltimore Office of Promotion and the Arts, Baltimore City Public Schools, the Ripken Foundation, and other important partners to integrate and de-silo programs across the District;
  - Attract and incorporate new partners; and
  - Assemble innovative financing packages to get capital projects built.
- Hire and oversee project management staff (30%), 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 projects are implemented with the highest standards of effectiveness.
- Directly manage projects and contracts (40%), including:
  - Contract for work, and manage those contracts to successful completion;
  - Negotiate and draft funding agreements and manage those agreements to successful completion; and
  - Assume ultimate responsibility for the successful execution of projects under their direct management.

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 the fields of parks, public spaces, recreation, public health, economic development, capital construction, and/or public programming.
- 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 project 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: Enhanced Services 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.