

JOB POSTING: Operations 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.

2. Position: Operations Director

We are seeking an Operations Director to ensure that our rapidly growing organization operates efficiently, effectively, transparently, professionally, and ethically. They will report directly to the Executive Director. Responsibilities include:

- Finance (20%)

- Develop, implement, and monitor policies to ensure that organizational funds are managed in a professional, ethical, and transparent manner;
- Work with our accountant and Finance Committee to prepare, review, and respond to monthly financial reports;
- Assist the Executive Director in preparing our annual budget for Board and BOE approval, and adjusting this budget in response to changing conditions;
- Work with our auditor to prepare and review annual financial audits; and
- Participate in planning for innovative project financing strategies.
- Performance Measurement and Reporting (20%)
 - Working with Board members and the Executive Director, develop a series of quantitative and qualitative indicators to track our internal and external progress as an organization; and
 - On a quarterly basis, compile and distribute a report detailing all of the financial, programming, and other activities of the organization.
- Communications (20%)
 - Working with the Communications Committee, ensure that we are actively publicizing the activities and accomplishments of the organization;
 - Manage the website, including its news updates and calendar;
 - Post to social media; and
 - Manage Communications Fellows and other staff tasked with communications roles.
- Human Resources (10%)
 - Develop, implement, and monitor human resources policies to ensure that the organization is an inviting, inclusive, professional, and ethical place;
 - Assist in the hiring process, including the onboarding of new staff;
 - Assist the Executive Director in managing staff conflict and resolving improper behavior; and
 - Seek out opportunities to build a culture of accountability, collaboration, and excellence.
- Procurement (5%)
 - Develop, implement, and monitor policies to ensure that vendors are selected in an efficient manner that complies with MBE/WBE procurement rules, directs resources into the District wherever feasible, and supports our organizational mission. (Most procurement will not be performed directly by the Operations Director).
- Board Management (5%)
 - Assist the Board Chair and Executive Director in organizing regular meetings of the Board;
 - Maintain a list of active Board Members and Proxies, and ensure that Board appointments are properly documented; and
 - Ensure that Board Members comply with mandatory Ethics training and reporting requirements.
- Hire and Oversee Operations Staff (20%)
 - Work with the Executive Director to identify and hire exceptional talent to assist with this diverse set of tasks;
 - Inspire, motivate, train, and support that staff; and

- Manage staff to ensure that they work 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 organizational finance, organizational management, policies and procedures, human resources, and/or communications.
- 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.

3. 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 brogers@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.