

40 West Assistance and Referral Center, Inc.
4711 Edmondson Avenue
Baltimore, Maryland 21229

Director Position Description

The Director is responsible for overall management and operation of the 40 West Assistance and Referral Center, Inc.

Essential Duties and Responsibilities Maintaining personnel and volunteer policies and records for volunteers and staff"

The Director is responsible for overall operations, asset protection, and marketing/public relations for the 40 West Assistance and Referral Center, Inc., a 501(c) 3 ecumenical nonprofit private charitable corporation providing crisis assistance services (hereinafter noted as the Center). The Director's duties include but are not limited to:

- Providing a welcoming and compassionate atmosphere where clients are met face to face and interviews are conducted with appropriate skills to help people in need.
- Overseeing the day to day operations of the Center, including the management and training of the volunteer office staff.
- Assisting in the development of current and long-term organizational goals and objectives as well as policies and procedures for the organization's operations, and establishing plans to achieve goals set by the Board of Directors and implementing policies, subject to approval by the Board of Directors.
- Protecting the organization's financial assets.
- Ensuring compliance with Board directives.
- Ensuring compliance with applicable grantor, federal, state and membership and partnership requirements.
- Maintaining personnel and volunteer policies and records for volunteers and staff as required by the Board and legal entities, and maintaining records as required by the Board, its partnerships and any agreements with other organizations as approved by the Board.
- Maintaining in good order the Center's office and property and client and organizational records.
- Providing required documents to the Treasurer for payment on a minimum of a weekly basis.
- Interacting with other personnel and organizations, such as city, state, other public and private entities, partnerships and other organizations that provide resources to the Center or its clients.
- Overseeing fundraising plans, and maintaining contacts and relationships with donors.
- Assisting in the development of the annual budget.
- Preparing grant applications and maintaining helpful written and oral communication with all associates of the Center.
- Attending and reporting to the Board at its monthly Board Meeting currently on the first Monday of the month.

- Attending monthly Maryland Food Bank Network Partners Action Committee (MFB NPAC) meetings, which are held at various area locations.
- Attending other meetings as requested and/or required by the Board and attending various community functions, church or other entity meetings as required and/or requested by the Board to explain, support and publicize the aims and objectives of the Center.
- Analyzing and evaluating vendor services and partnership agreements and management of the organization's funds, to determine programs, providers, partnerships and arrangements that best meet the needs of the organization and making recommendations to the Board, as appropriate; negotiating services and terms with supply and service vendors.

Required Qualifications

A college degree is preferred but not required. The Director must also possess skills, knowledge, qualities, and/or experience in business, nonprofit operational and financial management, or related areas. Effective and compassionate communications skills, strategic planning, and a working knowledge of basic computer skills using Microsoft Office Suite are some of the qualities required.

Physical Demands

While performing the duties necessary to effectively function in the social services environment of this job, the Director is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions. In addition, the office is located in an area that requires the employee to use the stairs to access the area, as no handicapped access is available.

Travel

The Director must be able to travel within the local area to attend conferences, training, meetings, and other events as required to acquire and maintain proficiency in fulfilling the responsibilities and support, advance and publicize the Center.

Work Environment

The work environment is a small, busy office located in the Undercroft of St. Bartholomew's Episcopal Church, located at 4711 Edmondson Avenue, Baltimore City, 21229. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Hours of Operation

The Center is currently open to clients on Monday, Wednesday and Friday, from 10:00am to 1:00pm. In addition to these current office hours, the Director will need to handle some of the Center's business on other days and times during the week. Presently, the part time position requires 20 hours per week.

Compensation

Compensation for this part time salaried position will be commensurate with skills, knowledge and experience. Two weeks paid vacation at mutually agreed times will be provided after one year of employment.

Please send cover letter and resume to Mrs. Glorius M. Sullivan, Chairman of the Board, at gmsullivan40@gmail.com.