

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Director for Planning and Resource Development

COMPONENT: Planning

SALARY: \$50,000

CLASSIFICATION: Exempt (Executive)

DEFINITION AND PURPOSE:

Performs complex professional and administrative work in support of the activities of the planning department, assisting with strategic planning, resource development and program development for the anti-poverty programs, economic development, community development and partnership activities of the agency. Coordinates agency-wide reporting. Assists in gathering and collating pertinent data and program outcomes. Edits, helps to develop, and, when necessary, prepares grant applications in response to request for proposals. Collaborates with program directors and staff on required reports to funders, CEO, and TAP Board of Directors, as necessary.

ORGANIZATIONAL RELATIONSHIP:

Supervised by: Vice President for Planning and Resource Development
Supervises: Planner/Grant Writer for Head Start/Early Head Start
Coordinates with: Directors, Vice Presidents, CFO, CEO, and other TAP staff, as necessary

RESPONSIBILITIES:

- Provides strategic support to the Vice President for Planning and Resource Development and program directors to improve program performance, compliance and impact.
- Participates in the design and implementation of new agency initiatives.
- Oversees the preparation and submission of program reports to the TAP Board and staff and various funding sources, including: Community Service Block Grant (CSBG) application and quarterly reports; progress on the agency's strategic plan and theory of change; and compliance with Community Action Program standards.
- As required by CSBG regulations, oversees the preparation of a triennial community needs assessment.

- Is the key provider of strategic support and primary contact with the Head Start/Early Head Start Director and Head Start/Early Head Start program management.
- Supervises grant writer/planner whose primary responsibility is support for TAP Head Start/Early Head Start.
- Assists Vice President for Planning and Resource Development in supervising all planning department members, as needed.
- Edits grant proposals prepared by planning staff.
- Writes proposals for funding of specific projects as assigned.
- Edits and/or authors agency publications – to include Annual Reports, Economic Impact Statements, United Way, state, federal and local refunding documents.
- Prepares research and evaluation reports and position papers; assists in crafting digital and printed letters-to-the-editor, essays, opinion pieces, etc.
- Works to improve the agency's digital media, including website and social media outlets.
- Provides effective, contributory participation in TAP work groups, committees, and teams, as assigned.
- Represents the agency at public hearings, on boards and task forces, at government and inter-agency meetings, as necessary.
- Performs other related duties as assigned by supervisor.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Ability to prepare and edit complex reports, proposals and financial documents; ability to compile and analyze statistical data.
- Ability to understand and interpret RFPs, regulations and guidelines.
- Effective oral and written communication skills.
- Strong meeting facilitation skills.
- Effective writing and data processing and reporting skills.
- Effective computer skills in a Windows environment: operating systems, MS Office applications, Internet mastery.
- Understanding of and concern for the needs of low-income individuals and families.
- Ability to work well with persons of varied economic, ethnic, and social backgrounds including community groups, government and professional agencies;
- Ability to represent the agency and its programs to diverse groups of people.
- Ability to establish and maintain effective relationships with persons of all socio-economic levels.
- Ability to work with diverse state and federal agencies and private funding sources.
- Knowledge of state and federal anti-poverty, human service, economic development, and community development programs at the local, Commonwealth, and federal levels, preferred.
- Knowledge of proposal preparation, preferred.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in grants, reporting, public administration, journalism or a related field and extensive experience in community, economic development planning. Three to five years of administrative or supervisory experience.

SPECIAL REQUIREMENTS:

- Must have a valid Virginia Operator's license with a good driving record and reliable transportation.
- Must pass drug screening.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary. The physical requirements of this position are:
 - Sedentary work. Ability to lift up to 10 pounds occasionally.
 - Ability to type and perform other desk-related work.
 - Ability to express or exchange ideas by means of the spoken word.
 - Ability to receive detailed information through oral communication at normal speaking levels.
 - Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- The visual acuity requirements of this position are:
 - Close visual acuity to perform an activity such as: preparing and analyzing data and figures and viewing a computer screen; and extensive reading;
- The worker is not substantially exposed to adverse environmental conditions in this position.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to mobilize community resources in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized workers.

Equal Opportunity Employer/Drug Free Workplace

Bilingual/bicultural individuals are encouraged to apply.