



JOB ANNOUNCEMENT

Community & Family Services

www.communityandfamilyservices.org

POSITION TITLE: CSBG Program & Compliance Director
RESPONSIBLE TO: Executive Director
LOCATION: 1015 W. Washington St., Hartford City, Indiana w/rotation to satellite offices
WORK SCHEDULE: M-F 8am – 6pm – some extended evening hours & weekends may be required

RESPONSIBLE FOR: The CSBG Program & Compliance Director is a full-time, exempt position responsible for daily operations and oversight of all the organization's programs and services administered and/or funded by the Community Services Block Grant. Develop and implement strategies to enhance efficiency and effectiveness across the organization. Oversee operational compliance of government (federal, state, and local) contracts and private grants associated w/ program service delivery.

STATUS: **Full time Regular, Exempt**

SALARY RANGE: **\$48,000 - \$50,000**

BENEFITS: **Paid time off, health insurance, employee paid 401K**

KNOWLEDGE, SKILLS, & ABILITIES

- Bachelors or Associates degree in human/social sciences, health, utilities/energy conservation, interpersonal/public communication, or related field.
- 7-10 years relevant and/or equivalent work experience accepted, w/ specified experience in Community Action, or state and federal based funding and compliance programs.
- Experience in a senior management role, partnering with executive staff, resulting in the development and implementation of creative and innovate program management strategies.
- Significant experience in or knowledge of nonprofit programming, including fund development and grant writing, compliance and reporting. Comprehensive knowledge and understanding of CSBG.
- Implementation of information technology, database management and fee for service models highly preferred.
- 10 plus years of supervisory experience in private or public sector, with volunteer management experience in non-profit organization essential.

JOB DESCRIPTION: See attached job description

CONTACT: Send application, letter of interest & resume to: bcowgill@comfam.org.

CSBG PROGRAM & COMPLIANCE DIRECTOR



COMMUNITY & FAMILY SERVICES
"Empowering People to Improve"

RELATIONSHIP

Supervised By: Executive Director
Supervises: CSBG Program Staff & Volunteers

COMMUNITY ACTION PROMISE

All employees of Community & Family Services must have the capacity to embrace the Community Action Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

POSITION SUMMARY

Responsible for daily operations and oversight of all the organization's programs and services administered and/or funded by the Community Services Block Grant. Develop and implement strategies to enhance efficiency and effectiveness across the organization. Oversee operational compliance of government (federal, state, and local) contracts and private grants associated w/ program service delivery.

SUPERVISORY RESPONSIBILITIES

- Supervises and trains program managers and staff in the department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE

- Demonstrated excellence in organizational skills and strong attention to detail.
- Understand and follow complex written and oral instructions, rules, and procedures.
- Strong communication skills, including the ability to write with clarity, accuracy, and speed.
- Understands importance of collaboration and exhibits community relations skill.
- Excellent project management skills and the ability to manage multiple projects, deadlines, and initiatives.
- Strong interpersonal and teamwork skills, including the ability to work with people from different backgrounds.
- Understands importance of collaboration and exhibits community relations skill.
- Ability to analyze and synthesize client data.

REQUIRED SKILLS/ABILITIES/KNOWLEDGE

- Proficient computer skill and in-depth knowledge of relevant software and general database management systems (MS Office Suite to include 365, PowerPoint, Excel etc.).
- Ability to work with and supervise staff and volunteers.
- Knowledge and understanding of issues related to individuals and families in poverty.
- Specific knowledge and background in human services, utilities/crisis assistance, energy efficiency, weatherization, and housing preferred.
- Ability to maintain client and organizational confidentiality.

RESPONSIBILITIES

- Partner with the Executive Director on all operational and strategic issues as they arise; provide strategic recommendations to the Executive Director based on community needs assessment, CSBG organizational standards, compliance and regulations (including program revenue/expense analysis and cost allocations).
- Participate in the ongoing strategic planning process as a member of the senior management team.
- Oversee long-term budgetary planning and cost management in alignment with strategic plan for programs.
- Assist in oversight of strategic facilities and operations plans.
- Oversee strategic implantation and adoption of program technology plans and advancements (internal/external).
- Engage the Executive Director around issues, trends, and changes in the operating model and operational delivery of agency programs.
- Develop and utilize forward-looking, innovative, predictive models and activity-based analyses to provide insight into organization/program operations and business plans.
- Create and implement innovative and collaborative (pilot) programs with emphasis on generational poverty and program/service expansion.
- Coordinate the development and monitoring of program budgets. Develop program business plans and forecasts.
- Participate in organization and program policy development as a member of the senior management team.
- Represent the organization to funding partners and key community stakeholders as necessary for reporting, fund development and community collaboration efforts.
- Oversee Community Service Program Department to ensure proper maintenance of all data base management systems and functions.
- Participate in the ongoing strategic planning process as a member of the senior management team.
- Oversee long-term budgetary planning and cost management in alignment with strategic plan for programs.
- Supervise CSBG program managers, staff and volunteers.
- Ensure maintenance of appropriate internal controls and compliance procedures.
- Ensure timeliness, accuracy, and usefulness of program reporting for federal, state, and local funders, foundations; oversees the preparation and communication of monthly and annual report(s).
- Prepare all monthly, quarterly and year-end reports for submission to appropriate agencies.
- Keep current on all governmental and contractual regulations, procedures, and systems as they relate to program management.



RESPONSIBILITIES

- Coordinate and oversee all CSBG audits and monitoring.
- Ensure legal and regulatory compliance regarding all program functions.
- Review all program procedures, processes, and administration to recommend improvements to program operations and systems. Maintain confidentiality in all program and client matters.
- Attain or maintain certifications as required by programmatic stakeholders.
- Collect and analyze data to prepare Community Needs Assessment.
- Assist in public relations and special events as requested.
- Liaise with internal staff at all levels.
- Liaise with external stakeholders; community partners, and funders as requested.
- Coordinate and complete project-based work.
- Other duties as assigned the Executive Director.

EDUCATION & EXPERIENCE

- Bachelors or Associates degree in human/social sciences, health, utilities/energy conservation, interpersonal/public communication, or related field.
- 7-10 years relevant and/or equivalent work experience accepted, w/ specified experience in Community Action, or state and federal based funding and compliance programs.
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PHYSICAL REQUIREMENTS

- Able to remain in the seated position in short intervals or for lengthy time-frames.
- Ability to lift minimum of 15 lbs.
- Must be able to travel to CFS satellite offices, in and out-of-town meetings, and/or trainings.

OTHER REQUIREMENTS

- Must possess a current driver's license with liability insurance and have a good driving record.
- Must be able to be insured by our Insurance Carrier if driving a CFS vehicle, leasing, or conducting CFS business in personal owned vehicle.
- Must be able to pass drug and alcohol screenings.
- Must pass a Criminal Background Check.