

---

## Position Information: Community Development & Oversight Director

---

**Supervised by:** Executive Director

**Supervises:** Does not supervise others

**Salary:** Director I

**Classification:** Exempt

**Terms of Employment:** Regular Full-Time

### Job Goal:

---

Provide oversight and fiscal technical assistance to Executive Director, Senior Level Directors and Managers, Fiscal & Human Resource Departments that results in timely, accurate completion of task and deadlines. Ensure identification and acquisition of in-kind resources that support programming and provide technical assistance that maximizes agency resources, community partnerships and contracts for significant impact.

### Monitor and Oversight Responsibilities:

---

- Adeptly navigate and update Financial Software, HSES, Grants.Gov & contractor databases
- Maintain list of & ensure required reports are filed and taxes are paid promptly and correctly
- Monitor that cost allocations occur on a timely basis and correlate to payroll and HR detail
- Ensure response to correspondence with governmental and contractual entities is timely
- Assist in provision of Financial Reports including Budget to Actuals and Financial Snapshots
- Provide program-specific expertise and technical assistance on budget creation & management
- Assess AP/AR and research historical requests for journal entries
- Develop Standard Operating Procedures for fiscal functions
- Research orientation & training options for staff
- Ensure CQA process is effective through increased Monitoring, Reconciliation & Reporting
- Ensure Policies & Procedures are sufficient to guide practice for effective performance
- Assure Draw Downs, Coding of AP/AR, General Ledger are reviewed and accurate
- Attend meetings including Senior Leadership Team and as required Board and FPC
- Provide assistance and back-up in areas of Fiscal Department to support/insure task completion.

### Program & Community Development Responsibilities:

---

- Consult with Executive Director to identify program needs & provide fiscal supports
- Consult with boards, communities and organizations to identify potential program resources
- Target in-kind acquisition & discretionary resources for match and increased service levels
- Assist in the implementation of fiscally viable long range plans, programs and strategies
- Monitor fiscal administrative performance of programs & ensure stated goals are met
- Assist in contract review so that invoicing and fiscal processing meets obligations
- Assist in budget creation and grant submittal and subsequent program audits
- Assist with budget creation and grant submittal and subsequent program audits
- Act as a resource for program & community development
- Help develop, execute and and staff community events and mission related initiatives
- Collect and analyze information and submit data for an annual report
- Prepare briefing notes, reports and presentations as required
- Provide advice and technical assistance to senior directors concerning relevant issues
- Develop policies, guidelines, standards and reporting systems
- Assist in the Community Development & Self-Assessment Processes
- Help develop Annual Report

## **General Staff Responsibilities:**

---

### **Employees of UMCHS aspire to the following:**

- A commitment to the agency's mission, vision, and values;
  - A commitment to equipping children and all who care for them for lifelong success
  - A commitment to excellence in everything we do;
  - A commitment to positive performance and a welcoming culture;
  - A commitment to outcomes, measured results and quality improvement;
  - A commitment to innovation and to what is possible.
- Program Participation and Team Member
  - Be present at work in order to provide consistency of services
    - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
    - Be a respectful, cooperative, and reliable team member and participant in program activities.
    - Project a professional work image, both in dress and manner.
    - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
  - Standards of Conduct
    - Perform all work in compliance with UMCHS Standards of Conduct.
  - Improve self-skills and education
  - Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
  - And or any other duties deemed necessary by your supervisor

## **Education Requirements:**

---

- BA in Public or Business Administration, Accounting or related field preferred (5 or more years of relatable experience may substitute degree)

## **Experience and Skills Requirements:**

---

- 3 years of experience in accounting
- 2 years' experience in using Microsoft Excel/Word/Access
- Relevant experience/knowledge related to community development and philanthropy.
- Ability evaluate fiscal practices and adopt effective courses of action
- Ability to develop clear, concise and comprehensive technical reports, correspondence and other written materials
- Knowledge of fundraising techniques and strategies including donor relations, foundations, endowments and planned giving.
- Experience in public relations and marketing principles and practices
- Knowledge of theory, principles, practices and techniques of community development planning
- Knowledge of applicable federal, state and local laws, codes and regulations governing the fiscal and community development practices
- Ability to plan, direct and integrate broad, comprehensive planning and community development programs
- Ability to analyze complex planning and community development issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action
- Ability to present proposals and recommendations clearly and logically in meetings
- Ability to establish and maintain effective working relationships with the staff, governing boards, private and community organizations, developers and others encountered in the course of work.
- Adequate means of transportation

## **Physical Requirements:**

---

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;
- Occasionally required to stand, walk and reach with hands and arms;
- Occasionally lift and/or move up to 10 pounds

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **Work Environment/Conditions:**

---

Work is normally performed in a typical interior/office work environment.

Job tasks are performed in close physical proximity to other people

## **Safety:**

---

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

## **Agency-Wide Requirements:**

---

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***