



POSITION DESCRIPTION

EXECUTIVE DIRECTOR

DOWNTOWN BALTIMORE FAMILY ALLIANCE (DBFA)

The Downtown Baltimore Family Alliance (DBFA) has an opening for a part-time Executive Director in Baltimore, Maryland, starting in October 2018. The Executive Director will report directly to the board president. With support and guidance from the board, the Executive Director will lead the organization's fundraising and advocacy efforts and will coordinate and manage DBFA's day-to-day programmatic and policy priorities. Finally, the Executive Director will oversee and lead other DBFA employees.

The Downtown Baltimore Family Alliance is a city-wide nonprofit organization with a vision to make Baltimore City a city that all families love to call home. DBFA connects communities and empowers families to advocate for great schools and a vibrant, inclusive city. Our goal is that families living in Baltimore City neighborhoods will be able to attend a sustainably funded public school they love, have ample play opportunities in vibrant public playspaces, and feel deeply connected to fellow parents raising children in Baltimore City. The organization is governed by a 20-member Board of Directors and recently completed a new strategic plan. See our website (www.baltimorefamilies.org) for additional information.

Non-Exempt Position; Part-Time Employee (30-hr week), with schedule flexibility, including some evenings and weekends.

ESSENTIAL JOB RESPONSIBILITIES:

Management and Operations

- Ensure clarity of organizational vision, set and maintain agency strategy, and develop and maintain regular workplans and measurement of success metrics.
- Manage, as allowed for by the board-approved operating budget, all paid staff, as well as contracts for services, such as, but not limited to, website development, content writing and editing, and public relations.
- Manage the application of policies and procedures for day-to-day operations and develop new policies for board approval, as needed.
- Report on progress through formal written reports to the board (at bi-monthly board meetings).
- Coordinate the development, publication, and distribution of an annual report.
- Prepare the annual operating budget and bi-monthly financial statements in cooperation with treasurer for presentation to the board for approval; oversee day-to-day financial management including authorizing payments and reimbursements, and accounting for



- revenue and expenditures in accordance with DBFA financial policies and procedures.
- Ensure DBFA complies with legal requirements as a nonprofit organization and as an employer.

Advocacy

- Advance the specific advocacy initiatives identified in DBFA's strategic plan by working closely with various agencies and departments in Baltimore City and Maryland State government and Baltimore City Public Schools.
- Support Advocacy-related board committees as needed, including education, children's programming, sustainability, and community connections.
- Identify additional key advocacy issues for Baltimore City families and coordinate advocacy initiatives—including letter-writing campaigns, phone calls, and meetings with elected officials and other relevant stakeholders—on behalf of and in partnership with the DBFA Board of Directors, Advocacy Committee, and our members.

Fundraising

- Work with DBFA board members to diversify portfolio by securing funds from various sources in order to sustain and develop the nonprofit's operations, including government, businesses, foundations, and individual donors.
- Engage in a variety of fundraising methods, including grant writing, strategic partnership development with businesses and corporations, and relationship development with foundations, individual donors, and other key contributors.
- Provide appropriate grant reporting and accountability as required by different funding sources.
- Lead the development and implementation of the organization's donor strategy and the expansion of DBFA's donor base.
- Seek additional support to grow organizational budget to support a full time executive director position.

Communications/Messaging

- Develop and measure goals and objectives, while communicating our success to members, funders, and other stakeholders.
- Maintain and implement DBFA's strategy for marketing the city and its resources to families through strategic partnerships and external relations.
- Develop DBFA's social media presence on relevant technological platforms like Facebook, Twitter, etc.
- Build and manage DBFA's email listserv as a vital membership communication tool.
- Oversee and participate in the development of a regular newsletter.

Membership Development

- Lead effort to build database of city families, working with board members and staff to collect and store contact data that will be used in advocacy, fundraising and event planning.
- Help design, implement, and grow a business partnership program to provide revenue to



DBFA and resources for DBFA members.

- Supervise process of refining existing membership data and importing into new database structure. Neon CRM experience or similar, preferred.

Programming

- Assist volunteers in finding a meaningful role in the organization and work closely with them to guide their activities in line with DBFA's goals.
- Manage event planning staff and key volunteers in the development of DBFA programs and events in alignment with the organization's mission.
- Strategically publicize the organization and its events to members and the public, with assistance from the board, volunteers, and occasional contract staff.

QUALIFICATIONS EXPECTED:

Knowledge And Experience:

- Bachelor's degree or equivalent combination of education and experience
- Fundraising and membership development skills and experience, including direct, individual donor management, as well as institutional grant writing
- Excellent written and oral communication skills
- Attention to detail and ability to take the initiative
- Advocacy experience and/or knowledge of issues relevant to city families
- Strong time management skills and schedule flexibility, including availability to attend periodic evening and weekend meetings or events
- Computer proficiency, including Microsoft Office programs and internet, plus database software, such as Neon CRM or other preferred.
- Ability to operate and utilize own vehicle for DBFA business on occasion
- Baltimore City resident
- Experience sharing organizational values with public representation, presentations, external partner engagement
- Experience managing and leading a team, including personnel and budget management.

Success Factors:

- Effective strategy-setting, visioning and political acumen capabilities
- Strong commitment and passion for city living with families, including positive urban development
- Commitment to diversity, equity and inclusion, with experience promoting these values, both internally and externally
- Well-networked across the city of Baltimore
- Passion for innovation and learning from new approaches
- Excellent analytical and critical thinking skills



Downtown Baltimore Family Alliance
Connecting Communities | Empowering Families

- Strong relationship-building skills and commitment to working collaboratively
- Strong team player, good communication and diplomatic skills.
- Good organizational skills and ability to work under stress

ACCOUNTABILITY:

REPORTS DIRECTLY TO: President, Board of Directors, DBFA

WORKS DIRECTLY WITH: Paid staff of DBFA (currently 1); contracted professionals, members of the Board of Directors, external partners, volunteers, donors.

TO APPLY:

Please submit a cover letter describing why you are well-suited for the position, as well as your resume, salary requirements, and a list of references to humanresources@dbfam.org.

Also, please record and submit a one-to-two minute video in which you make the case for why a family should live in Baltimore City, and why you'd make a great Executive Director for the Downtown Baltimore Family Alliance. You may use any format you prefer; please either include the link in your cover letter (preferred), or include the video as an attachment when you submit your CV and cover letter to apply.

No telephone calls, please.

The deadline to apply is September 24th, 2018; However this is a rolling recruitment process and candidates will be considered at the time of their application. Interested parties are encouraged to apply early.

The Downtown Baltimore Family Alliance is an equal opportunity employer.