

- Maintain and monitor accurate budget-to-actual reports confirming the amount spent in compliance with City MBE/WBE participation goals, when they apply to a given project
- Assist the Operations Director with developing and monitoring the annual organizational budget and compliance with City MBE/WBE participation goals
- Compliance and Administration (25%)
 - Assist the Operations Director in maintaining compliance with:
 - MBE/WBE participation requirements
 - Open Meetings Act requirements
 - Public Information Act requirements
 - Assist the Operations Director with Board management and minutes
 - Assist the Operations Director with reviewing, updating and implementing policies and procedures to ensure SBGP is following best practices for financial management, contract administration, and compliance with legal obligations
 - Provide periodic logistical and administrative support to other staff
- Procurement (10%)
 - Assist other staff in administering procurements of services and supplies, including Requests for Proposals
- Other Activities and Duties as Assigned

Work will be a flexible combination of work from home, meetings and site visits in the District, and office time. This position may occasionally need to attend community meetings and events, which often take place during evening and weekend hours.

Minimum Qualifications:

- Bachelor's degree in finance, accounting, public administration, business administration, or a related field.
- Three to five years progressively responsible related experience, preferably with a non-profit or public organization.
- Access to reliable transportation.

Preferred Qualifications:

- Advanced degree in a field such as finance, accounting, public administration, business administration, or a related field may substitute for some work experience.
- Five years or more experience in a non-profit or public administration/finance position.
- Proficiency with QuickBooks.
- Knowledge of and familiarity with Baltimore City MBE/WBE rules.

Special Skills and Knowledge:

- Proficiency with Microsoft Office, especially Word and Excel.
- Excellent communication, writing, and interpersonal skills.
- Demonstrated ability to work independently, manage time, and accomplish tasks without continuous oversight.
- Knowledge of and familiarity with Baltimore City communities.

Legal Requirements:

By law, all employees must (1) Attend training in Baltimore City ethics requirements and comply with those requirements, (2) File annual financial disclosure statements (except for clerical employees), and (3) Reside inside Baltimore City.

Finalists for this position may be required to provide a work or writing sample and professional references.

3. Application: Requirements and Instructions

We believe that the world is filled with talented, passionate, and capable people, and so we encourage all of them to apply. We particularly encourage residents of our District to apply.

Application Instructions:

- Provide a **resume and cover letter** in Word or PDF format. The cover letter must directly respond to the Responsibilities and Qualifications listed above. **The resume and cover letter document titles should begin with your first and last names.**
- Applications (resume and cover letter) must be **emailed to jobs@sbgpartnership.org by 5:00 pm on February 15, 2019**. The email subject line must read "Application: Operations Manager". **Hard copy submissions, and applications received after the deadline, will not be accepted.**

Due to the large number of expected applications, only those candidates selected for an interview will be contacted. There is no need to contact SBGP to determine whether you are being considered for an interview; we will reach out to you directly if we would like to schedule an interview.

Equal Employment:

SBGP will provide equal employment opportunity in accordance with applicable law without regard to race, religion, creed, color, sex (including gender identity and sexual orientation), national origin, age, disability, marital status, family medical history or genetic information, ancestry, political affiliation, veteran status, personal appearance, or any other status protected by applicable federal, state, or local law. The policy applies to all areas of employment, including but not limited to recruitment, screening, testing, hiring, training and development, appraisal systems, promotion, transfer, demotion, termination, layoff, compensation, benefits, social and recreational program, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

SBGP strictly forbids, and will not tolerate, any unlawful discrimination or harassment. It is a violation of federal and/or state law to harass anyone at work because of their race, religion, creed, color, sex (including gender identity or expression and sexual orientation), national origin, age, disability, marital status, family medical history or genetic information, ancestry, political affiliation, veteran status, personal appearance, family responsibilities, matriculation, source of income, place of business or residence, pregnancy, child birth, or any other status

protected by federal, state, or local law. This policy applies to all SBGP employees at all levels of the organization; all SBGP employees will be subject to discipline, up to and including termination, for any act of harassment they commit.

SBGP does reserve the right to select from among a pool of qualified applicants one that provides an opportunity to further our mission through local hiring of a District resident.