

Job Posting: Operations Manager (Temporary)

Application deadline: Reviewed on a Rolling Basis Until January 28, 2022 at 5:00 pm.
Early applications are recommended.

Job Type: Temporary full-time Salary: \$55,000-65,000 +/-

Start: As soon as possible
(likely February 1-15, 2022) Benefits: Industry competitive package

End: Approx. June 30, 2022

1. Background: The South Baltimore Gateway Partnership

The South Baltimore Gateway Partnership (SBGP) is a dynamic, nimble, and entrepreneurial community economic development authority working in a collection of neighborhoods in south and southwest Baltimore known as the South Baltimore Gateway Community Impact District. SBGP is a relatively new organization with a vigorous startup culture and a mandate to achieve measurable and meaningful change in the District. SBGP is funded with approximately \$7 million/year in public funds, of which a portion is awarded as grants and the rest is contracted with vendors to improve neighborhoods. More information is available at www.sbgpartnership.org.

2. Position: Operations Manager (Temporary)

SBGP is seeking a temporary Operations Manager to help ensure that our rapidly growing organization operates efficiently, effectively, transparently, professionally, and ethically. **We anticipate that this temporary position will start approximately February 1, 2022 and end approximately June 30, 2022.** The ideal candidate will be extremely organized and detail-oriented while sharing a passion for improving Baltimore neighborhoods. The temporary Operations Manager will report to the Deputy Director and provide support to SBGP's program work and staff. Responsibilities include:

- Finance, Billing and Payments (60%)
 - Coordinate, track, and manage the approval of payment requests from grantees and vendors, and submit approved requests for processing
 - Review payment requests for completeness, accuracy, budget limits, compliance with generally accepted accounting principles, and other requirements (e.g. City MBE/WBE participation)
 - Identify delayed or interrupted payments, and work with other staff, vendors and grantees to resolve any issues
 - Maintain vendor files, including W-9s, vendor contracts, payment requests and related documentation
 - Reconcile organizational credit card transactions, collect receipts, and coordinate payment processing

- Provide support to the Deputy Director for annual financial audits as needed
- Budget Management (20%)
 - Maintain and monitor accurate budget-to-actual reports confirming the amount spent on each project compared to budget
 - 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
- Compliance and Administration (10%)
 - Assist the Deputy Director in maintaining compliance with MBE/WBE participation requirements
 - 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 (as it is safe to do so). This position may occasionally need to attend community meetings and events, which often take place during evening and weekend hours. (SBGP is currently working remotely due to COVID-19, with video calls substituting for most in-person meetings. However, periodic socially-distanced outdoor site visits are still required.)

Qualifications:

- 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.

Minimum Qualifications

- Bachelor's degree in a related field.
- Three to five years related experience, preferably with a progressively responsible 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.

- Knowledge of and familiarity with Baltimore City communities.

Physical Abilities Required

Work is primarily performed sitting at a desk using a computer while in an office or teleworking. Transportation to and from meetings, work and project sites, and the observing of those sites, is also periodically required.

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 January 28, 2022**. The email subject line must read "Application: Operations Manager (Temporary)." **Hard copy submissions and applications received after the deadline will not be accepted.** Applications will be reviewed on a rolling basis, so early submissions are recommended.

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.