



- Compliance and Administration (30%)
  - Review and update policies and procedures and maintain compliance with the Open Meetings Act and Public Information Act
  - Assist in maintaining and monitoring 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 with developing and monitoring the annual organizational budget and compliance with City MBE/WBE participation goals as needed
  - Assist with Board management
  - Assist 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 as needed
  - Provide periodic logistical and administrative support to other staff
  - Assist other staff in administering procurements of services and supplies, including Requests for Proposals, as needed
  
- 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 will occasionally need to attend community meetings and events, which often take place during evening and weekend hours. SBGP is a hybrid workplace with video calls substituting for many in-person meetings. However, periodic in-person meetings and site visits are still required.

#### 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.
- Ability to work flexible hours (including occasional evenings and weekends) is required.

#### 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 procurement and 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.
- Expert skill in managing multiple complex tasks simultaneously.
- Experience managing budgets.

#### Physical Abilities Required

Work is primarily performed sitting at a desk using a computer while in an office or teleworking, accompanied by various in-person meetings at different locations. 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 (e.g., “Jane Doe – Resume” and “Jane Doe – Cover Letter”).**
- Applications (resume and cover letter) must be **emailed to [jobs@sbgpartnership.org](mailto:jobs@sbgpartnership.org) by 11:59 pm on November 5, 2023**. 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.