

Position Description

Title:	Planning & Development Specialist	Supervisor:	Executive Director
Department:	Program Planning & Development	Classification:	Full Time

A. Job Description:

The Program Planning and Development Specialist will partner with all levels of management and supervision staff and the Board of Directors to develop and implement strategies to enhance efficiency and effectiveness across the organization. The Program Planning and Development Specialist will monitor policies, regulations, and requirements of the grant, and ensure compliance of government (federal, state, and local) contracts and private grants. He/she must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace. He/she will support the development of funding opportunities with an emphasis on planning for new programs or developing alternative funding sources for existing programs. The planning and development specialist is expected to:

- i. Conduct the full range of activities required to prepare, submit, and manage grant proposal to foundations, corporate, and government agencies
- ii. Identify funding opportunities to support the needs of programs and services
- iii. Prepare and submit local, state, and federal reports for funding agencies, inclusive of the Agency's Community Action Annual Report
- iv. Develop budgets for proposals as needed in partnership with finance and program leadership staff
- v. Conduct and analyze data to prepare the annual Community Needs Assessment, at times in collaboration with other agencies/community partners
- vi. Understand and follow all policies, regulations, and requirements of the grant, and ensure compliance
- vii. Participate in program development, design, and implementation to maximize use of available funding while meeting the needs of the community
- viii. Design and produce all collateral, including applications, internal and external forms flyers, and other documents
- ix. Initiate the planning, designing, monitoring, and controlling and closure of all projects in accordance with the grant deliverables
- x. Maintain organized and structured electronic records
- xi. Conduct and monitor the progress of the agency strategic plan and report the progress to the Board of Directors
- xii. Coordinate the grant analysis process and perform monitoring and program planning and evaluation activities
- xiii. Assist with the evaluation of agency programs and activities, prepare written comments and reports

- xiv. Plan and develop agency internal data systems in order to properly evaluate programs, ensure quality control and track outcomes
- xv. Collaborate with the Executive Director on all operational and strategic issues as they arise; provide strategic recommendations to the Executive Director based on community needs assessment, organizational standards, compliance, and regulations (including program revenue/expense analysis and cost allocations)
- xvi. Inform the Executive Director regarding issues, trends, and changes in the operating model and operational delivery of agency programs
- xvii. Develop and utilize forward-looking innovative, predictive models, and activity-based analyses to provide insight into organization/program operations and business plans
- xviii. Create and implement innovative and collaborative (pilot) programs with emphasis on whole family strategies/issues and program/service expansion
- xix. Develop program business plans and forecasts
- xx. Participate in organization and program policy development as a member of the Leadership management team
- xxi. Assist board committee(s) in the development of short-, medium-, and long-term program plans and projections
- xxii. Represent the organization to funding partners and key community stakeholders as necessary for reporting, fund development and community collaboration
- xxiii. Remain up to date on nonprofit best practices and state and federal law(s) regarding program design/implementation
- xxiv. Ensure proper maintenance of all internal programmatic data systems and functions
- xxv. Ensure maintenance of appropriate internal controls and compliance procedures
- xxvi. Ensure timeliness, accuracy, and usefulness of program reporting for federal, and local funders, foundations, and SHORE UP!'s Board of Directors; oversees the preparation and communication of annual reports and monitor the submissions.
- xxvii. Prepare the Community Services Block Grant (CSBG) annual report for submission to the appropriate agencies
- xxviii. Keep abreast of governmental and contractual regulations, procedures, and systems
- xxix. Ensure legal and regulatory compliance regarding all program functions
- xxx. Review all program procedures, process, and administration to recommend improvements to program operations and systems.

B. Position Qualifications:

- Bachelors Degree in a related field (i.e. Public Policy, Public Administration, Rural Planning, Development, etc.), Masters Degree preferred. A minimum of 3 years of related experience – ideally within a non-profit or human services organization. In addition, the candidate should have:

- Superb written and oral communication skills, leadership and planning skills preferred.
- Experience interpreting and analyzing data
- Proficient with various technological tools, including, but not limited to: Microsoft Office, Zoom and Microsoft Teams.
- Experience with data management and electronic file systems.

C. **Position Characteristics:**

Salary: \$65,000 - \$70,000
Hours: Monday through Friday, 9am to 5pm
Classification: Full Time

D. **Job Benefits:**

- Paid Leave (personal, vacation, sick, funeral, 13 paid holidays)
- Health Insurance (medical, dental, vision, prescription plan)
- Short-term Disability
- Life & Supplemental Insurance
- Liability Insurance
- Workman’s Compensation
- Maryland State Retirement and Pension System
- 403(b) Option
- Employee Assistance Program
- Direct Deposit
- Payroll Deduction
- Tuition Reimbursement

COVID-19 Vaccination

SHORE UP! Inc. requires all applicants to be fully vaccinated for COVID-19 or have a valid exemption before commencing employment. Applicants are required to furnish proof of vaccination.

SHORE UP! Inc.
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SHORE UP! Inc. is an equal opportunity employer.