

Strength to Love II (S2L2)

a program of Intersection of Change

Job Title: Interim Program Director

Compensation: 24 hours weekly at \$16.50 per hour

Nature of work:

Entails the operation of Strength to Love II (S2L2), a community-based program in west Baltimore's Sandtown-Winchester neighborhood that uses a 1.5-acre farm to offer employment to citizens returning to the community from incarceration. Includes general implementation, oversight, and development of the program with the management of human, material, and fiscal resources.

The S2L2 program is part of the community nonprofit Intersection of Change which is dedicated to addressing poverty related issues in west Baltimore.

This position includes duties as described below, works closely with the S2L2 Farm Manager, and is performed under the direction of the Executive Director of Intersection of Change.

Job Description:

Manage S2L2 to ensure effective operation of the program and its farm. Tasks include:

- Engage farm workers via recruitment, hiring, training, and retention while maintaining client confidentiality requirements and standards
- Supervise staff including regular staff meetings and individual meetings and perform regular evaluations of each staff member
- Work closely in coordination with the Farm Manager to ensure effective operation of the farm
- Cultivate, maintain, and track institutional and restaurant customers for the Strength To Love Farm
- Develop and maintain working relationships with partners and other relevant agencies
- Oversee and/or directly implement record keeping including creating and maintaining files on vendors and sales, accounts receivable, funders, direct mail and donation letters
- Coordinate with Volunteer Coordinator to place and maintain relationships with volunteers
- Maintain and monitor fiscal records by coding and filing all revenue and expense items and submitting monthly report packets to off-site accountants
- Grow revenues by supporting organizational fundraising activities and developing partnerships with new supporters and partners
- Manage general public relations by managing tours, presentations, website, social media, and open houses
- Order supplies as needed for the office and farm
- Answer telephone and intake calls

Coordinate with other program staff by implementing the following:

- Report to the Executive Director of Intersection of Change at regularly scheduled meetings to maintain ongoing communications

- Provide quarterly reports for the Board of Directors
- In conjunction with the Executive Director develop and implement fiscal and strategic plans

Qualifications: Should possess a Bachelor's Degree and/or four (4) years of management/supervisory experience plus some agricultural or restaurant experience

Knowledge:

- Strong computer knowledge including Microsoft Word, Excel, and ability to do basic website updates
- Database creation and management
- Basic understanding of accounting procedures

Skills and Abilities:

- Ability to work as a team leader, supervise staff, coordinate activities with other staff to meet overall objectives within specified timeframes
- Possesses training and/or work experience in problem solving, leadership, and conflict management
- Ability to manage and prioritize large volumes of activity and work load
- Ability to show accuracy, timeliness and follow-up on tasks
- Ability to interact positively and with compassion with clients and their families
- Ability to interact positively with the public and with staff and board
- Excellent verbal and written communication skills including editing and creating original materials

To apply for position:

If interested, send resume with cover letter (explaining your interest and how the position is a match for you)

Submit by 9/1/18 to: Todd Marcus

Executive Director

toddmarcus@intersectionofchange.org

No phone calls please