

June 27 – July 11, 2017

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LOCAL GOVERNMENT

North Carolina

JOB TITLE: Senior Budget and Management Analyst

Job Description:

About the County

Home to the State Capital, Wake County is one of the fastest growing areas in the nation and the second-most populous county in the state, with approximately 1,000,000 residents. The County has received national and international rankings and accolades from publications such as Money, Fortune, and Time magazines as being one of the **best places to live, work and play**. The central location of the County allows for a short drive to the spectacular mountains or coast. Wake County Government is governed by a seven-member Board of Commissioners, who are elected at-large to serve four-year terms. Wake County Government has a general operating budget of \$1.063 billion, employs approximately 3,800 employees, experiences minimal turnover, and is an award -winning leader in wellness and technology initiatives; such as offering employees and covered spouses free access to the Employee Health Center. Wake County Government offers a wide range of training and development opportunities, a stable career in public service with a balance of work and family life, flexible work schedules and a competitive salary and benefits

package.<http://www.wakegov.com/employment/benefits/Documents/Wake%20County%20Benefits%20Summary.pdf>

About the Department

Wake County Budget and Management Services values leadership, collaboration, innovation, adaptability, accountability, and curiosity . Our team members are our most valuable asset, and we treat them as such with competitive salaries, leadership opportunities, and investment in professional development.

Budget and Management Services has the responsibility of providing accurate, timely, and well-researched information and guidance to the Board of Commissioners and the County Manager resulting in the annual budget for all Wake County Government services. Also, staff advises departments of their financial condition and respond to budget, performance, policy, and program evaluation requests.

Our team's hard work and dedication paid off June 19th, when the Wake County Board of Commissioners adopted a \$1.7 billion budget for Fiscal Year 2018, which runs from July 1, 2017 to June 30, 2018. The budget not only addresses needs for the citizens of Wake County, it also supports the employees who work every day to make Wake County the home of the best cities to live, work, and play by:

- Responding to workload demands for quality county services;
- Attracting, retaining and equipping a highly-skilled workforce;
- Leveraging partnerships to achieve social and economic vitality; and
- Continuing our strong investment in education.

If you want to be a part of a dynamic team to improve the lives of the 1 million plus people who call Wake County home, then this might be the opportunity you've been looking for.

Job Description:

Budget and Management Services (BMS) is expanding our team with a Senior Budget and Management Analyst position within our office. The Senior Analyst is a new classification for BMS, and we are thrilled to add this leadership opportunity.

The Senior Budget and Management Analyst will collaborate with departments to develop, evaluate, and analyze county operating and capital budgets, lead and serve on county-wide special projects, and help effectively communicate information throughout the organization. The role will reflect a higher level of responsibility, expertise and leadership for organization-wide analyses and projects. Budget and Management Services seeks motivated and talented professionals to join its team. We're looking for more than a number cruncher. We are

seeking a team player who can collaborate with others to help build a \$1.7 B budget for our fast-growing county, which is growing by 67 people a day. A passion for public service is essential and an ability to excel with Excel is required, too.

- Manage a portfolio of assignments consisting of a combination of operating departments, capital programs, special revenue, enterprise funds, and serve as functional leads. Assignments will include complex department budgets with diverse and evolving funding streams; require more complex financial modeling and performance evaluation; involve collaboration with elected or board-appointed department leadership; and assignments with critical outward-facing coordination, communication, and presentations with external agencies.
- Assist in the development of the County's annual operating and capital budgets.
- Use budget software to capture and evaluate requests. Manipulate data and develop a command of the Financial, Budgeting and Human Resources ERP system, as well as other systems.
- Evaluate funding and program requests, develop alternatives in collaboration with department staff, and recommend prioritized strategic options.
- Develop and perform county-wide revenue and expenditure projections.
- Monitor budgets throughout the fiscal year, working with County departments, outside agencies, etc., to ensure funds are used in alignment with established goals, guidelines, and strategies.
- Review and execute budget adjustments, contract approvals, and position authorization actions in accordance with organizational policy.
- Provide management consulting and analysis to the County Manager's Office and departments.
- Assist departments in achieving goals and objectives by providing programmatic counsel and analytical support.
- Serve on master planning, County-wide policy planning, RFP development committees, among others.
- Work with Budget team to draft budget message, publications, Board work session materials, Board agenda items, and other strategic communications.
- Lead or provide staff support to investigate county-wide issues.
- Conduct special projects.

Knowledge, skills, and abilities

Teamwork and Interpersonal Skills - Ability to actively participate as a team member to achieve goals; with Budget and Management Services, Wake County government and external partners. Ability to build and to maintain ongoing, collaborative relationships with others to achieve continuous incremental improvement toward shared outcomes.

Customer Focus - Ability to assess options transparently and to collaborate with candor with stakeholders. Optimize solutions to balance citizen, Board and county executive interests.

Personal Accountability - Ability to be relied on to ensure deliverables are completed on time and as communicated. Ability to monitor programs and activities independently and to recognize when your work impacts others. Ability to manage routine activities with little supervision.

Project Management - Ability to establish and carry out a timeline of tasks to accomplish an intended outcome and timeline. Ability to ensure actions are performed to achieve intended project results.

Flexibility - Agility in adapting to change. Resilience and persistence to continue to adapt in a high-growth environment. Ability to adjust course when provided feedback or circumstances change. Ability to triage priorities when responding to multiple deadlines.

Problem Solving - Ability to identify problems, determine appropriate and possible solutions, and actively works to resolve the issues.

Communication - Ability to convey information clearly and concisely to various audiences - from large groups to individuals - both verbally and in writing, ensuring they understand the information and the message intent. Ability to listen actively and respectfully, to confirm mutual understanding, and to respond appropriately. Willingness to ask for assistance and clarification.

Salary: \$61,032 - \$109,858

Application Deadline: 7/19/17

Application Process: Apply online:

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5erx36daPCEf%2fLESjHccrpYxUOyJ0sKxOcYPgwvw_slp_rhc_8KwMf%2fqYakS7y%2fo2Pgl_slp_rhc_dhA%2fQ&jobId=2946282&type=search&JobReqLang=1&recor_dstart=1&JobSiteId=5050&JobSiteInfo=2946282_5050&GQId=0

JOB TITLE: Budget and Management Analyst

About the County:

Home to the State Capital, Wake County is one of the fastest growing areas in the nation and the second-most populous county in the state, with approximately 1,000,000 residents. The County has received national and international rankings and accolades from publications such as Money, Fortune, and Time magazines as being one of the **best places to live, work and play**. The central location of the County allows for a short drive to the spectacular mountains or coast. Wake County Government is governed by a seven-member Board of Commissioners, who are elected at-large to serve four-year terms. Wake County Government has a general operating budget of \$1.063 billion, employs approximately 3,800 employees, experiences minimal turnover, and is an award-winning leader in wellness and technology initiatives; such as offering employees and covered spouses free access to the Employee Health Center. Wake County Government offers a wide range of training and development opportunities, a stable career in public service with a balance of work and family life, flexible work schedules and a competitive salary and benefits package. <http://www.wakegov.com/employment/benefits/Documents/Wake%20County%20Benefits%20Summary.pdf>

JOB DESCRIPTION:

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Budget and Management Services has the responsibility of providing accurate, timely, and well-researched information and guidance to the Board of Commissioners and the County Manager resulting in the annual budget for all Wake County Government services. Also, staff advises departments of their financial condition and respond to budget, performance, policy, and program evaluation requests.

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a \$1.7 billion budget for Fiscal Year 2018, which runs from July 1, 2017 to June 30, 2018. The budget not only addresses needs for the citizens of Wake County, it also supports the employees who work every day to make Wake County the home of the best cities to live, work, and play by:

- Responding to workload demands for quality county services;
- Attracting, retaining and equipping a highly-skilled workforce;
- Leveraging partnerships to achieve social and economic vitality; and
- Continuing our strong investment in education.

If you want to be a part of a dynamic team to improve the lives of the 1 million plus people who call Wake County home, then this might be the opportunity you've been looking for.

Budget and Management Services is pleased to advertise a Budget and Management Analyst position within our office. The Budget and Management Analyst will collaborate with departments to develop, evaluate, and analyze county operating and capital budgets, lead and serve on county-wide special projects, and help effectively communicate information throughout the organization. Budget and Management Services seeks motivated and talented professionals to join its team. We're looking for more than a number cruncher. We are seeking a team player who can collaborate with others to help build a \$1.7 B budget for our fast-growing county, which is growing by 67 people a day. A passion for public service is essential and an ability to excel with Excel is required, too.

- Manage a portfolio of assignments consisting of a combination of junior level operating departments, capital programs, special revenue, enterprise funds.
- Assist in the development of the County's annual operating and capital budgets.
- Use budget software to capture and evaluate requests. Manipulate data and develop a command of the Financial, Budgeting and Human Resources ERP system, as well as other systems.
- Evaluate funding and program requests, develop alternatives in collaboration with department staff, and recommend prioritized strategic options.
- Develop and perform county-wide revenue and expenditure projections.
- Monitor budgets throughout the fiscal year, working with County departments, outside agencies, etc., to ensure funds are used in alignment with established goals, guidelines, and strategies.
- Review and execute budget adjustments, contract approvals, and position authorization actions in accordance with organizational policy.
- Provide management consulting and analysis to the County Manager's Office and departments.
- Assist departments in achieving goals and objectives by providing programmatic counsel and analytical support.
- Serve on master planning, County-wide policy planning, RFP development committees, among others.
- Work with Budget team to draft budget message, publications, Board work session materials, Board agenda items, and other strategic communications.
- Lead or provide staff support to investigate county-wide issues.
- Conduct special projects.

MINIMUM EDUCATION and QUALIFICATIONS:

Teamwork and Interpersonal Skills - Ability to actively participate as a team member to achieve goals; with Budget and Management Services, Wake County government and external partners. Ability to build and to maintain ongoing, collaborative relationships with others to achieve continuous incremental improvement toward shared outcomes.

Customer Focus - Ability to assess options transparently and to collaborate with candor with stakeholders. Optimize solutions to balance citizen, Board and county executive interests.

Personal Accountability - Ability to be relied on to ensure deliverables are completed on time and as communicated. Ability to monitor programs and activities independently and to recognize when your work impacts others. Ability to manage routine activities with little supervision.

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Flexibility - Agility in adapting to change. Resilience and persistence to continue to adapt in a high-growth environment. Ability to adjust course when provided feedback or circumstances change. Ability to triage priorities when responding to multiple deadlines.

Problem Solving - Ability to identify problems, determine appropriate and possible solutions, and actively works to resolve the issues.

Communication - Ability to convey information clearly and concisely to various audiences - from large groups to individuals - both verbally and in writing, ensuring they understand the information and the message intent. Ability to listen actively and respectfully, to confirm mutual understanding, and to respond appropriately. Willingness to ask for assistance and clarification.

Salary: \$55,484 - \$99,871

Application Deadline: 7/19/17

Application Process: Apply online:

https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5erx36daPCEf%2fLESjHccrpYxUOyJ0sKxOcYPgwwwslp_rhc_8KwMf%2fqYakS7y%2fo2PGLslp_rhc_dhA%2fQ&jobId=2946291&type=search&JobReqLang=1&recordstart=1&JobSiteId=5050&JobSiteInfo=2946291_5050&GQId=0

JOB TITLE: Director of Community Development

Job Description

The City of Greenville is seeking a dynamic and highly qualified individual to be its next Director of Community Development. Greenville is North Carolina's tenth largest city (population 91,495) and a diverse community that is home to East Carolina University, one of the largest universities in the state. Greenville is one of the fastest growing large cities in the state and is also the major industrial and economic center for eastern North Carolina.

The Director of Community Development performs highly responsible professional urban planning, supervisory, and administrative work by directing and managing the personnel and functions of the Community Development Department. The purpose of this position is to provide leadership and guidance to the planning, land use, historic preservation, building inspections, code enforcement, housing, redevelopment, neighborhood, urban renewal, and human relations programs of the City of Greenville. This

is accomplished by directing, organizing, and coordinating the activities of the Administrative, Planning, Housing, Inspections, and Code Enforcement Divisions; developing and implementing department policies and procedures; responding to inquiries and requests relating to the City's many community development programs; developing goals and objectives for each area of responsibility; reviewing the status of major projects; evaluating staff performance; planning short- and long-range programs; providing technical and professional guidance and assistance to other City departments, the City Manager, the Assistant City Managers, the City Council, various commissions, outside agencies, and the public at large; and monitoring the execution of the department's annual budget.

Examples of Duties

Reporting to the Assistant City Manager, the Director of Community Development is responsible for directing and integrating the wide variety of operations and programs in the Community Development Department. Responsibilities of the position are broad in scope and highly impactful on the growth and development of the City of Greenville. For a detailed job description for the Director of Community development, please click [here](#).

Minimum Qualifications

Education and Experience:

- A bachelor's degree in urban planning, business administration, public administration, geography, or a related field from an accredited college or university (master's degree preferred); and
- At least seven (7) years of progressively responsible community development or urban planning experience; and
- At least two (2) years of experience in a supervisory role.
- Position also requires exceptional leadership, management, oral/written communication and interpersonal skills; a demonstrated successful history of administering comprehensive community development programs; and a proven record of building strong relationships with City officials, staff, state and federal agencies and private sector partners, and the community.

Ideal Candidate Attributes:

- History of mentoring staff and effectively cultivating successful long-term and short-term urban planning programs.
- A demonstrated track record of accomplishment and experience in urban planning, housing, and community development and revitalization.
- A strong focus on customer service.
- Progressively responsible community development administration experience in a department of comparable size, including experience working in diverse socioeconomic and multicultural communities working to build relationships of trust with all segments of the community.
- Experience working in a high growth, urban city.
- Ability to solve complex problems.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- applicable federal, state, and local laws, codes, and regulations.
- the principles and practices of local government fiscal management and long-term strategic planning.
- business and management principles involved in strategic planning, resource allocation, and coordination of people and resources.
- principles and practices of urban housing and community development planning.

Skilled in:

- communicating effectively in writing and orally as appropriate for the needs of the audience.
- working with audiences of diverse backgrounds to find solutions to issues presented.

Ability to:

- operate assigned equipment, including computer equipment and various software packages.
- work cooperatively with regulatory agencies, City officials, other employees, and the general public.
- work safely without presenting a direct threat to self or others.
- meet the mental and physical demands of the position.
- perform a board range of supervisory responsibilities over others.
- work more than 40 hours in a workweek without additional compensation to perform assigned job duties, including evenings, early morning hours, and other times as required.

Special Requirements

- A valid North Carolina driver's license or the ability to obtain within 30 days of hire and an acceptable driving record.
- Must establish residency in city limits within six (6) months following completion of probationary period.

Salary: Hiring salary range: \$96,075.20-\$120,078.40, depending on qualifications

Full salary range: \$96,075.20-\$144,081.60

Application Deadline: Applications accepted until filled. First review of applications will begin on August 4, 2017. Qualified individuals are encouraged to apply on or before 8/4/17 for first consideration.

Application Process: Apply online: <http://www.greenvillenc.gov/government/human-resources/current-employment-opportunities>

JOB TITLE: Assistant City Manager, Greenville NC

Job Description

The City of Greenville, North Carolina (population 91,495) seeks an Assistant City Manager. Home to East Carolina University, Greenville is the hub of a metropolitan area and operates under the Council-Manager form of government. The Assistant City Manager will report directly to the City Manager and will perform highly responsible managerial and administrative work in the coordination, organization, and direction of City programs and services; assist the Manager with the development and implementation of policies and procedures; conduct and oversee special projects; serve as liaison to other governmental agencies, university entities, neighborhoods, and community groups. The position may be assigned complete charge of any department, operating unit, and/or functions for a period of time based on individual skill sets, as well as experience. The Manager may periodically change the assignments of the Assistant.

Currently, the work of the Assistant City Manager positions is as follows:

OPERATIONS: Extensive experience is required involving responsibility for the planning, organization, implementation, and supervision of varied work programs associated with the

provision of core local government services and activities to include fire, police, public works, community development, parks and recreation, and supporting capital and community projects.

Examples of Duties

Click [here](#) for detailed job description.

Minimum Qualifications

Education and Experience:

- A bachelor's degree in public administration, business administration, or a related field; and
- Minimum of ten years of progressively responsible local government management experience.

Preferred Qualifications:

- Experience as a City or County Manager and/or Deputy or Assistant City or County Manager or similar position, with extensive experience involving responsibility for the planning, organization, implementation, and supervision of varied work programs and performance management associated with such local government services and activities.
- Experience in a full-service community is preferred, and of at least a similar size.
- Possession of a related Master's and/or professional level degree or certification in related fields.
- Knowledge of local, state, and/or federal laws and applicability to local entities.
- Demonstrated ability to implement change with measurable accomplishments.
- Flexibility to handle diverse issues with varying completion schedules.

Ideal Candidate Attributes:

- Experienced professional with outstanding leadership skills and broad-based management experience in local government;
- Positive record of achievement and a history of developing constructive working relationships throughout an organization;
- Community-oriented, with the ability to work closely with citizens, elected officials, other agencies, and the media to further the goals of the City; and
- Experience working in a growing urban area.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- City department functions, programs, policies, and related practices.
- principles and practices of local government fiscal management and long-term strategic planning;
- policies and practices of municipal services.

Ability to:

- formulate and implement policies and procedures related to municipal administration;
- plan, direct, supervise, and evaluate work performed by department heads and support staff.

- establish and maintain harmonious working relationships with department heads and governmental officials.
- perform long-range fiscal planning and to advise the City Manager and City Council on formulation of fiscal policy.
- read, interpret, and write complex reports.
- use conflict resolution and negotiation skills.
- communicate well one-on-one or in a group setting.
- maintain good relationships with the general public.
- work with diverse community groups on municipal issues.
- assume the role of City Manager in his or her absence.
- work cooperatively with media representatives, other employees, other agencies, elected officials, and the general public.

Special Requirements

- Valid driver's license or ability to obtain within 30 days of hire and an acceptable driving record.
- Required to maintain primary residency within the Greenville city limits within six (6) months following the completion of the probationary period.

Salary: Hiring salary range: \$124,404.80-\$155,521.60, depending on qualifications

Full salary range: \$124,404.80-\$186,596.80

Application Deadline: Applications accepted until filled. First review of applications will begin on August 4, 2017. Qualified individuals are encouraged to apply on or before 8/4/17 for first consideration.

Application Process: Apply online: <http://www.greenvillenc.gov/government/human-resources/current-employment-opportunities>

JOB TITLE: Business and Revitalization Manager, Kinston NC

Job Description:

Performs complex professional work establishing programs and practices that facilitate private sector projects resulting in capital investment, job creation, expanded tax base and ancillary improvement in development by coordinating access to local, regional and state resources.

Essential Functions

- Develops and maintains relationships with businesses and organizations applying for or receiving incentives, and maintains relationships with non-profit organizations that perform economic development recruitment and retention for the City.
- Targets new businesses, retaining and enhancing existing businesses, growing local entrepreneurship, facilitating the retention of young adults and professionals, and revitalization of the City's urban core.
- Provides analysis of incentive requests reviewing compliance, guidelines, fiscal priorities, while working closely with City leaders.
- Implements and updates an Economic Development and Revitalization Work Plan, including goals, strategies, tasks and performance benchmarks.

- Successfully develops and advocates for retail and small business incentive packages and programs that promote long-term economic opportunity and sustainability.
- Oversees the maintenance of financial records, financial accounting systems and files; prepares detailed audit schedules; assists external auditors with annual audit.
- Markets the City of Kinston and aggressively recruits business prospects and economic opportunities through development and distribution of marketing materials, attendance at trade shows, social media and other means.
- Collects demographic, geographical and economic data about Kinston; investigates labor supply, transportation, utilities, machinery, financing and other requirements for establishment of new industry.
- Provides photographs of available sites and/or facilities; prepares and continually updates technical reports, brochures, news releases, etc.
- Develops programs to attract new industry and business to Kinston; receives inquiries from business representatives and others interested in establishing or expanding operations in the City; collaborative approach with partners such as The Chamber of Commerce and/or Lenoir County.
- Administers the Pride of Kinston office to include purchasing, record keeping, budget development and accounting; preparing reports as required.
- Performs related tasks as required.

Minimum Qualifications

- Bachelor's degree in public or business administration, marketing or finance; Masters Degree preferred .
- Minimum 5 years' experience in progressively responsible economic development, redevelopment or business and industrial development.
- Possession of an appropriate North Carolina Drivers License.

Physical Demands

This work is sedentary and requires little to no exertion of force; worker is frequently sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires repetitive motions; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Salary: \$44,205.81 - \$61,951.28

Application Deadline: 7/19/17

Application Process: Apply online:

<https://www.governmentjobs.com/careers/kinstonnc/jobs/1772868/business-and-revitalization-manager?pagetype=jobOpportunitiesJobs>

JOB TITLE: Neighborhood Development Director

Job Description:

Description

The City of Greensboro is seeking a **Neighborhood Development Director** (NDD) to partner with community stakeholders to ensure quality neighborhoods, affordable, and high-quality housing for its residents. The position is open due to the promotion of the previous Director to the Position of Assistant City Manager. The next Director will have a track record of leveraging community development programs and initiatives to promote community development. A successful history of building bridges among stakeholders, facilitating win-win solutions where divergent interests lie; and, generating commitment and enthusiasm for the vision of building vibrant neighborhoods will be key credentials.

The Community:

Greensboro, the third largest city in N.C., county seat of Guilford County, and with a diverse population of nearly 280,000 and 132 square miles, is the largest city within the Piedmont Triad region, followed by Winston-Salem and High Point. With its temperate climate and close proximity to both the mountains of North Carolina and Atlantic Ocean beaches, Greensboro provides residents the best of both worlds. Once known as the "Gate City" for the large number of trains that passed through downtown, the city maintains its history as a transportation hub with its easy access to major interstates and highways. Twelve colleges and universities in Greensboro and the Piedmont Triad provide Greensboro businesses thousands of well-trained and highly-educated people each year, adding to the city's existing workforce. The bulk of the current workforce is divided between services, manufacturing, government, and retail trade. While there have been some business closings in the area during the past several years, Greensboro continues to have a changing and vibrant economy. Additional information about the City is available at www.greensboro-nc.gov.

Neighborhood Development Department and Position Overview:

The City of Greensboro operates under a Council/Manager form of government. The City has approximately 3000 employees working across 20 departments. The new Neighborhood Development Director will report to one of three Assistant City Managers (the previous NDD). The individual selected for this key role will lead a Department of approximately 30 employees with an annual budget of \$8M. The Department has three divisions: Code Compliance, Housing Services and Grants, Finance and Administration. The next Director will be responsible for managing \$25M in bond funds from a November 2016 referendum. The goal of that funding is to produce 1000 affordable housing units. The Department is also collaborating with the Community Foundation of Greater Greensboro to launch a new initiative, Housing Our Community, that would establish a shared housing vision for a successful, sustainable, affordable housing plan for the city. Moreover, the Director would also partner with a community task force made up of over 100 people working to produce more affordable housing and housing related services.

A detailed description of the Neighborhood Development Department can be found at <http://www.greensboro-nc.gov/index.aspx?page=4344>.

The Successful Candidate:

- recognizes that revitalizing neighborhoods is fundamental in creating quality of life in a community as well as promoting economic development;
- has an excellent history with elected officials, neighborhood and community leaders;

- possesses current and deep management expertise in code enforcement and housing development strategies;
- has demonstrable experience in developing and implementing a broad range of successful Community Development programs and services;
- is deeply knowledgeable of housing development and revitalization funding strategies;
- is skillful in navigating challenging issues that ignite passions of citizens and elected officials;
- serves as a liaison and builds collaborative relationships with partners across the various stakeholders in the community which includes the City of Greensboro, Guilford County, neighborhood and home owner associations, nonprofits and other organizations.
- is knowledgeable of applicable federal, state and local law, codes and regulations governing the administration of code enforcement, housing and financing programs;
- inspires others by leading through empowerment, equally dedicated to building a cohesive team throughout the department as well as the development of individual employees;
- monitors and manages the departmental budget and is resourceful in finding or developing innovative solutions to meet workload demands with reduced staff in a tight budget climate;
- is a principled leader who values accountability while holding realistic and fair expectations of self and others;
- is an excellent and effective communicator, including one on one, small groups and public speaking, who confidently and persuasively engages citizens, community groups, staff, and Council;

Qualifications

As the Director, this person must demonstrate significant experience in a department with similarly diverse facilities and functions, serving an urban environment.

Minimum requirements

- Bachelor's degree and 10 years of well-rounded and progressively responsible experience **or** 12 years' experience with an Associate's Degree **or** 15 years' experience and a high school diploma.
- The Neighborhood Development Director's work shall include demonstrated experience in administration of housing development programs, housing development finance and budget management.
- A minimum of six years supervisory experience
- Two years management experience including work with Boards and Commissions required

Preferred experience:

- A Bachelor's or Master's Degree in Public or Business Administration or Planning
- Local government experience in community development

Residency Requirement: The Neighborhood Development Director shall live within a 30-mile radius of the Greensboro city limits within 12 months of appointment

Salary: Hiring Range is \$92,913-\$123,884 (beginning salary will be commensurate with experience)

To apply for this position, click on the Neighborhood Development Director link via the Developmental Associates website. (Or cut and paste <https://www.developmentalassociates.com/client-openings/> into your browser). *All applications must be fully completed and submitted via the online portal.* All inquiries should be emailed to greensborohiring@developmentalassociates.com. Candidates are encouraged to apply by July 19. An assessment center will be held August 23-24, 2017 in Greensboro for selected finalists. The City of Greensboro is an Equal Opportunity Employer.

Application Deadline: 7/19/17

Nationwide

JOB TITLE: Planning and Innovation Manager (Special Projects Manager), City of San Antonio, TX

Job Description:

Job Summary

Under administrative direction, is responsible for managing and coordinating complex administrative projects or activities that require a high degree of specialized knowledge. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives. Exercises direct supervision over assigned staff.

This position is an "unclassified" position and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status and can be terminated at any time for any reason.

Essential Job Functions

- Manages and coordinates projects and activities between various divisions, City departments, public agencies, and/or private sector representatives.
- Seeks and evaluates information from a variety of sources; provides specialized reports as requested by management.
- Oversees coordination between divisions/departments throughout duration of projects.
- Prepares and delivers presentations.
- Coordinates and prepares reports and correspondence in response to requests for information from City Manager's Office and Mayor & Council Offices; may also prepare City Council agenda material such as ordinances, council memos, etc.
- Suggests and implements management solutions to address new or ongoing problems within department or division.
- May assist in preparing and monitoring of annual departmental or divisional budget.
- Serves as departmental/divisional representative at conferences and meetings.

- May supervise, train, and evaluate staff.
- Performs related duties and fulfills responsibilities as required.

Job Requirements

- Bachelor's Degree from an accredited college or university.
- Three (3) years of increasingly responsible experience in planning, business, finance, or a related field.
- Two (2) years of supervisory experience.

PREFERRED QUALIFICATIONS:

- A Master's Degree in Public Administration, Public Policy, Business Administration, or a related field.
- Knowledge of industry principles and best practices for the management of solid waste.
- Ability to analyze, compile, and report on large and complex dataset.
- Experience or training in process improvement, project management, statistical testing, and cost modeling.

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of the position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Full-time City of San Antonio employees are allowed to substitute two years of related experience for one year of higher education or one year of related higher education for two years of experience. Effective July 9, 2010, external applicants must meet the minimum requirements of the job without substitution.
- Applicants selected for employment with the City of San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

PHYSICAL REQUIREMENTS:

- Physical requirements include frequently lifting/carrying up to 5 pounds and occasional lifting/carrying up to 15 pounds; visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

Knowledge, Skills, and Abilities

- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to establish and maintain effective working relationships with employees, management, and the general public.
- Knowledge of administrative and management practices.
- Knowledge of research techniques, methods, and procedures.
- Knowledge of presentation requirements and methods.
- Knowledge of accounting methods, practices, and procedures.
- Knowledge of public administration practices and local government issues.
- Skill in utilizing a personal computer and associated software programs.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to interpret and apply Federal, State and local policies, procedures, laws, and regulations.
- Ability to implement policies and procedures.
- Ability to communicate clearly and effectively, both verbally and in writing.

Salary: \$60,412.04 - \$102,700.52 Annually

To apply: apply online:

<https://www.governmentjobs.com/careers/sanantoniotx/jobs/1776531/planning-and-innovation-manager-special-projects-manager?keywords=planning&pagetype=jobOpportunitiesJobs>

Application Deadline: 8/14/17

JOB TITLE: Assistant Director II – Housing and Neighborhood Revitalization, City of Dallas TX

Job Description:

Position Purpose

The City of Dallas, Department of Housing and Neighborhood Revitalization, is currently recruiting to fill two Assistant Director II vacancies. The Assistant Director II will be responsible for managing staff and executing housing activities including development contracts, homebuyer assistance, grant and loan management, home repairs and inspections. This individual will evaluate, recommend and assist in the implementation of projects and initiatives related to the revitalization of neighborhoods; exercising direct supervision over assigned staff.

Essential Functions

- Administration of federal programs including Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and the Neighborhood Stabilization Program (NSP).
- Coordinates and supervises the work of other employees.
- Manages the planning, implementation and reporting of CDBG, HOME and NSP.
- Utilizes systems including IDIS, DRGR and other project management tracking systems.
- Maintains records of activities, costs incurred and other related documentation needed to prepare performance reports for CDBG, HOME and NSP.
- Provides guidance, technical assistance and administrative support to housing developers, grant recipients, Community Housing Development Organizations and related Not-For-Profit entities.
- Develops program policies and practices for the Department of Housing and Neighborhood Revitalization.
- Interfaces with national, regional and local HUD representatives and national, state and local elected officials regarding statutory, regulatory and legislative issues.
- Writes grant applications based on stakeholder input and overseeing the evaluation of project proposals.
- Supervises and participates in the preparation of applications for funding from the federal government, private foundations and other funders.
- Establishes relationships and meets with city departments, businesses, neighborhood leaders and associations and citizens to facilitate development of community building efforts.
- Establishes effective working relationships while working closely with other City Departments, neighborhood leaders and various other individuals on long-term revitalization and reinvestment goals and related projects.
- Prepares detailed reports and presentations for Department, City manager, City council and neighborhood leaders.
- Coordinates community requests for services provided by City departments as well as by profit and Not-For-Profit organizations.
- Responsible for monthly monitoring of departmental performance measures and for providing assistance in the preparation of the departmental operating budget.

Minimum Qualifications

Bachelor's degree in Business Administration, Public Administration or another related field and six (6) years of professional program administration and/or implementation experience which included grant management and three (3) years of supervisory and/or managerial experience administering large programs. Other combinations of education and experience may substitute for the minimum qualifications on a year for year basis. **Additional qualifications will include**

specific experience related to the position and essential functions of the job.

Preferred education and/or experience:

- Master's degree in business, public policy, city and regional planning, public administration or related field preferred.
- Administrative or executive experience including grant management and supervision in the Housing field.
- Experience with federal and state human services programs.

Salary

The City provides an excellent management benefits package.

This announcement lists the general Salary Range for the Assistant Director II classification. **The anticipated hiring range for this specific position is: \$110,000 – \$129,191**

How to Apply

Interested qualified candidates must submit an application online via NeoGov at:

www.governmentjobs.com/careers/dallas

*** Applications must be complete, including previous salary history and required references. A resume and letter of interest are recommended. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application for the position. Incomplete applications may not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site. (7/21/17)**

The City of Dallas is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

JOB TITLE: Compensation and HRIS Manager

Job Description:

Primary Responsibility

[Watch our video and learn about our Adams County culture!](#)

We are looking for a dynamic leader to perform a variety of professional, supervisory, and analytical activities surrounding the development, implementation, and delivery of Human Resources Department programs and services with an emphasis on compensation, HRIS, and employee performance management.

Examples of Important and Essential Duties

- Plan, direct, and manage the county's classification and compensation programs, HRIS, and employee performance management system.
- Provide management level analysis and recommendations regarding issues and processes relative to assigned services and programs within Human Resources.
- Develop policies, procedures, and programs as needed to ensure that Adams County is current, competitive, and in compliance with legal requirements.

- Monitor salary structures, balance staffing needs with cost controls, and help ensure that policies, procedures, and programs are in alignment with the organization's overall strategic objectives and HR vision.
- Recommend strategic revisions to reduce complexity and monitor the effectiveness of existing compensation policies, guidelines, and procedures.
- Oversee preparation of salary surveys to ensure benchmarking data is accurate and market trends are communicated and understood by leadership in a proactive manner.
- Provide intelligent and thoughtful advice to staff and leadership on pay decisions, policy and guideline interpretation, and job evaluation, including the design and implementation of creative solutions to all compensation related programs.
- Lead all employee communication related to classification, compensation, and employee performance management.
- Consult with internal business partners, such as department heads and management, to assess compensation and compliance needs.
- Oversee department functions of the HRIS business system, JD Edwards Enterprise One.
- Supervise the daily operations and activities of assigned Human Resources staff; assign tasks and monitor work flow; review and evaluate work methods and procedures; recommend and implement improvements and modifications.
- Participate in the development and administration of the Human Resources Department budget, goals, and objectives; approve expenditures as authorized.
- Recommend and implement goals, objectives, and procedures for the Human Resources Department.
- Perform other related duties and responsibilities as required.

Supervision Exercised:

- Exercises direct supervision over staff.

Knowledge, Skills and Abilities:

- Knowledge of Human Resources practices.
- Strong knowledge of compensation administration principles and procedures, as well as federal and state wage laws and regulations.
- Highly developed skills in analytics, process management, compensation program management, leadership, and teamwork.
- Ability to evaluate information by identifying the underlying principles, reasons, or facts derived from breaking down data into separate parts.
- In-depth knowledge of HRIS administration and reporting - preferably JD Edwards Enterprise One.
- Advanced knowledge of Crystal Reports.
- Ability to identify problems and initiate solutions and/or corrective measures.
- Knowledge of project management principles.
- Knowledge of principles of supervision and performance evaluation.
- Computer skills: Advanced Microsoft Office skills.
- Ability to maintain strict confidentiality.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Requirements

- **Experience:**
 - Six years of compensation program management experience.
 - Three to four years of strong HRIS experience.
 - Three years of supervisory experience.
- **Education and Training:**
 - Bachelor's Degree in Human Resource Management, Business Administration, or related field.
 - Master's Degree preferred.
- **License or Certificate:** Certified Compensation Professional (CCP) preferred.
- **Background Check:** Must pass a criminal background check.

Salary

\$78,044.74 - \$109,262.64 Annually

How to Apply

Interested qualified candidates must submit an application online

<https://www.governmentjobs.com/careers/adams/jobs/1774514/compensation-and-hris-manager?page=2&pagetype=jobOpportunitiesJobs>

Application must be submitted by the deadline. (7/26/17)

JOB TITLE: Director of Economic Development, Falls Church VA

Job Description:

The City of Falls Church, Virginia seeks a highly qualified individual to lead the Economic Development Office, and serve as the staff leader for the Economic Development Authority. The successful candidate will have a track record of successful economic development projects in the public or private sector, will have a thorough understanding of regional economy, and will be able to promote the City as a great place to invest and do business. The position reports to the City Manager.

The City of Falls Church is a one-of-a-kind independent jurisdiction at the heart of the National Capital Region. While small in area (2.2 square miles), the City is the mostly densely populated (14,000 population) municipality in Virginia, and has the highest educational attainment and highest household income in the nation. The City frequently is recognized for its excellent schools, public library, public safety, urban planning. City staff and elected officials play leadership roles in state and regional bodies. The City is home to the State Theater, Creative Cauldron, the Eden Center, over 100 local restaurants, and successful small to medium sized growing companies, and a thriving medical office community. The City has welcomed over \$700 million in private commercial investment in recent years and the Director of Economic Development is charged with building on this positive momentum. Falls Church is a community where individuals work together to make a difference, and your efforts will have an immediate and lasting impact.

Responsibilities

- Lead the City's efforts to attract private investment and development in the City in coordination with the City Manager, the Economic Development Authority, the City Council, and all City Departments;
- Market the City to the retail, office and hotel development community, using the Little City brand and logo, www.chooseFallsChurch.com website, and other marketing tools;

- Conduct negotiations with potential private partners on economic incentives to promote private commercial development and investment in the City;
- Conduct studies on economic trends affecting the City;
- Conduct Fiscal Impact Analysis for specific development projects and/or land use decisions by the City;
- Work closely with the local business community and Chamber of Commerce to carry out business district improvements to foster an attractive, walkable, and profitable commercial districts in the City;
- Work with regional organizations (MWCOC, NVRC, NAIOP, ULI, Chamber of Commerce, and others) to accomplish City economic development objectives; and
- Develop and implement economic development strategies to retain existing businesses and attract new business and investment to the City.

Qualifications

- Bachelor’s degree (Master’s Degree preferred) with concentration in urban planning, economics, finance, or business administration;
- Eight years economic development or urban redevelopment experience for government organizations, private real estate development, or equivalent experience;
- Professional membership in the International Economic Development Council;
- Training and experience in conducting complex and high stakes negotiations;
- Familiarity with Virginia law as pertains to economic development and revitalization and land use; and,
- Demonstrated ability to present professional and technical economic development plans and reports, plan and direct a comprehensive economic development program, deal tactfully and effectively with business owners, public officials, and community leaders, and professional colleagues.

Hours

8:30 A.M. to 5:00 P.M. Monday through Friday, with frequent evening meetings with the EDA and City Council, and occasional weekend presentations to civic organizations.

Salary & Benefits

\$125,000 per year plus, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college, life and long-term disability insurance, paid holidays, vacation and sick leave, credit union membership, free parking, and more. See <http://www.fallschurchva.gov/HR> for additional information.

To Apply

[Complete the application via fillable PDF](#) or resume and cover letter to the City of Falls Church, Human Resources, 300 Park Ave., Falls Church, VA 22046 or hr@fallschurchva.gov.

Priority consideration will be given to applications received by August 8, 2017.

<http://www.fallschurchva.gov/Jobs.aspx?JobID=Director-of-Economic-Development-146>

STATE GOVERNMENT

JOB TITLE: Policy Analyst for Rules

Job Description:

Description of Work

NC Wildlife Resources Commission Mission Statement:

To conserve North Carolina's wildlife resources and their habitats and provide programs and opportunities that allow hunters, anglers, boaters and other outdoor enthusiasts to enjoy wildlife-associated recreation.

Visit www.ncwildlife.org for more information about careers. The agency employs approximately 650 employees.

Salary will be based on budget, education, experience and equity. Salary Grade SG 73T Hiring Range \$44,347.00 – \$72,346.00.

This position requires occasional travel with overnight stays across the state.

This position coordinates and manages all rule-making activities including fiscal analysis, and works with others to review, develop, compile, and distribute the information necessary to have rules approved by the Rules Review Commission. These are agency rules governing hunting, trapping, holding or possessing wildlife, game lands use, no wake zones, boating, fishing, etc. These rules are complex and many change or are updated annually. This position assesses and recommends alterations to the internal rules process as needed.

This position works with designated personnel in all agency divisions to identify the need for new rules, assists in developing new rules, and amending or appealing existing rules. Acts as the primary rule-writer, translating rule ideas into technical language.

Additionally, this position works as part of a team that has responsibilities in the areas of policy development and may assist with the development of the WRC policy agenda, proposals and/or recommendations for solutions to problems affecting fish and wildlife resources and their habitats. This position may assist in the identification and communication of agency policies to key audiences and constituent partners through public presentations, briefings, and issue preparation for senior executives to present to the legislature or other high profile groups. This position has authority to task others to provide information and assist in the development of a variety of products including position, information, or discussion papers; fact sheets; and policy documents which must be easily understood by the public. These activities include research and analysis of public policy solutions and making recommendations to executive management regarding the best solution. Assists with fulfilling requests for information and providing technical assistance. This will entail developing and maintaining effective working relationships with individuals and organizations interested in conservation issues, including elected officials and their staffs, journalists, NGOs, and conservation coalitions.

Get Help/Frequently Asked Questions

Get help/frequently asked questions regarding NEOGOV, NC State Government Jobs and online employment guide.

<http://www.oshr.nc.gov/jobs/help.htm>

Knowledge, Skills and Abilities / Competencies

Knowledge of the Administrative Procedure Act and rulemaking processes.

Ability to read, write, and interpret regulations.

Ability to manage multiple projects with competing deadlines and deliverables simultaneously.
Ability to build consensus and coalitions.
Ability to effectively communicate.
Ability to negotiate, mediate and find other, non-adversarial problem-solving approaches.
Ability to plan, schedule, manage, and facilitate meetings and events.
Ability to develop, prepare, coordinate, assist with and conduct presentations.
Ability to build and share a compelling view of the direction of the agency, then influence/motivate others to translate a vision into action.
Ability to optimize resource allocation within constraints.
Ability to investigate, evaluate, propose and implement courses of action and decisions, on a variety of policy issues.
Knowledge of fisheries, wildlife, agricultural and environmental regulations and ability to apply them to achieve goals.
Knowledge of implications of policy on economics, business and public perception.
Ability to use computers and software to communicate and accomplish work.

Minimum Education and Experience Requirements

Graduation from a four-year college or university and four years of experience in policy implementation or a master's degree related to the program assigned and two years of experience in policy implementation; or an equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Supplemental and Contact Information

CONTACT INFORMATION:

- To apply for this position, please click the APPLY link above:
- Resumes are not accepted in lieu of state applications. **"See Attached Resume"**, etc. will result in an incomplete application.
- To receive credit, all relevant experience must be included in the work history section of the application. Any information omitted from the application but included in the resume will not be considered for qualifying credit.
- If multiple applications are submitted to an individual posting, only the most recent application received prior to the posting close date will be accepted.
- Persons eligible for Veteran's Preference must submit a copy of Form DD-214.
- NC WRC uses the Merit-Based Recruitment & Selection Plan to select the most qualified applicants to fill positions subject to the State Personnel Act. When a salary range is posted, the actual salary will be based on relevant competencies, knowledge, skills & abilities, internal equity and budgetary considerations pertinent to the advertised position. The State of NC is an Equal Opportunity Employer.
- All applicants must complete and submit a State application for employment using the new NEOGOV Online Job Application System (<http://www.oshr.nc.gov>) for the State of North Carolina.
- Application for employment must be submitted by 5pm on the closing date. Resumes and cover letters can be uploaded with your application.
- Pre-employment record checks are required for some administrative and education center positions.
- "Applicants have rights under Federal Employment Laws: [Family and Medical Leave Act \(FMLA\)](#), [Equal Employment Opportunity \(EEO\)](#), and [Employee Polygraph Protection Act \(EPPA\)](#)."

For additional information, please contact Human Resources at (919) 707-0103. Applicants may request accommodation for completing this form or for the hiring process by contacting the WRC EEO Officer. Requests may be made either orally or in writing, by the applicant or someone acting on the applicant's behalf WRCEEOfficer@ncwildlife.org.

Salary: \$50,238 – 82,872

Application Deadline: 7/14/17

Application Process: Apply online:

[https://www.governmentjobs.com/careers/northcarolina/jobs/1620198/policy-analyst-for-rules?category\[0\]=Management&sort=PositionTitle%7CAscending&pagetype=jobOpportunitiesJobs](https://www.governmentjobs.com/careers/northcarolina/jobs/1620198/policy-analyst-for-rules?category[0]=Management&sort=PositionTitle%7CAscending&pagetype=jobOpportunitiesJobs)

JOB TITLE:

Job Description:

Salary:

Application Deadline:

Application Process: Apply online:

NONPROFIT

North Carolina

JOB TITLE: Provider Supplements and Data Coordinator

Job Description:

JOB SUMMARY:

Coordinates child care provider Quality Supplements program activities and supports the child care provider data collection and evaluation activities of the Family Support department.

DUTIES AND RESPONSIBILITIES:

- Treat information on CCSA clients, employees or Board members in a confidential manner
- Assist in the development of informational and education materials for the Quality Supplement program
- Assist in the development and implementation of tools and procedures for the collection and regular updating of child care provider information/data for the Quality Supplement program
- Provide technical assistance to child care providers regarding program policies, procedures, or any information pertinent to Quality Supplement program participation (may include site visits to child care facilities)

- Coordinate the collection, tracking and processing of Quality Supplement data from child care providers and partner agencies
- Assist in generating monthly and quarterly Quality Supplement payment data and coordinate with partner agencies on the issuance of child care provider payments
- Maintain and update data in the Quality Supplement program database
- Compile and summarize Supplement and child care provider data for reporting, grant-writing, and other needs
- Assist in data collection and analysis for departmental evaluations
- Assist in the development and maintenance of program policies, procedures, and manuals
- Assist in internal reviews of program files and data to ensure preparedness for external audits and monitoring visits
- Provide supervision to temporary administrative staff and volunteers, as needed
- Serve as agency and department representative to assigned meeting and committees
- Perform other tasks, as assigned by agency leadership

SPECIAL SKILLS:

- Effective oral and written communication skills with internal and external clients
- Knowledge of database systems (specifically File Maker Pro), PC's and MS Office, including Word and Excel, as well as internet research
- Attention to detail and ability to manage multiple projects and timelines
- Strong initiative and personal organization skills
- Strong math skills required

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree in Early Childhood, Social Work, Public Policy, Public Administration or related field with at least four years experience in human services related field; Master's Degree preferred
- Experience with database systems and data management required; Social Research experience preferred

SPECIAL WORKING REQUIREMENTS:

- An automobile at his/her disposal; a valid, non-suspended NC driver's license and a current automobile liability policy with continuous coverage. Reasonable accommodations may be made at agency's discretion
- Must be able to manipulate and operate office supplies and equipment. Occasionally required to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.
- No substantiation or criminal conviction of child abuse or neglect
- May require need for flexible schedules, including occasional evening and weekend work
- May work in shared space
- Limited local travel

TYPICAL HIRING RANGE: \$34,350 - \$39,502

Please note that both ranges reflect salaries for a full-time employee and must be adjusted for hours fewer than 40.

To apply, please submit cover letter and resume to hr@childcareservices.org.

JOB TITLE: Food System Program Fellow – Self-Help, Durham NC

Job Description:

The Organization:

Self-Help is a leading national community development financial institution (CDFI) headquartered in Durham, NC. Founded in 1980, Self-Help has provided over \$7 billion in financing to 131,000 families, individuals and businesses underserved by traditional financial institutions. It helps drive economic development and strengthen communities by financing hundreds of homebuyers each year, as well as nonprofits, child care centers, community health facilities, public charter schools, and residential and commercial real estate projects. The Self-Help family of non-profit organizations includes North Carolina's Self-Help Credit Union, Self-Help Federal Credit Union, Self-Help Ventures Fund and the Center for Responsible Lending, a national policy and advocacy organization addressing abusive lending practices. Through its credit union network, Self-Help serves over 129,000 people in North Carolina, California, Chicago and Florida and offers a full range of financial products and services. Learn more at www.self-help.org, www.self-helpfcu.org and www.responsiblelending.org.

Position Description:

Self-Help is seeking a Food Systems Fellow to join our team in Durham. Under the supervision of Self-Help's Policy Director, the Healthy Food System Program Fellow will help lead Self-Help's new initiative to strengthen opportunities for underserved food entrepreneurs to build economic security for their families and deliver healthy food to their communities by developing a national network of lenders and organizations to improve capital access. This is a grant funded fellowship that is expected to last one to three years and is managed in conjunction with Self-Help's commercial lending team.

This new initiative will leverage Self-Help's lending experience, knowledge and relationships to create partnerships nationwide and build referral networks, share knowledge, develop new capital sources and explore policy solutions that benefit food systems innovators, with a particular focus on entrepreneurs of color.

Our overall goal is to build lending and economic development resources and connections that strengthen the sustainable food system. Our strategy is to complement our own financing with a national web of lenders and organizations that will improve capital access for underserved food entrepreneurs and to identify new resources and tools and conduct research that can inform the field.

Essential Responsibilities:

Help lead the day-to-day work of this new initiative, working closely with the Director of Policy. This includes but is not limited to:

- Leading outreach initiatives and building a national network of policy, partners, ensuring regular communication and information sharing.
- Providing creative ideation on how to leverage program impact in both short and long term.
- Organizing regional convenings nationwide.
- Representing Self-Help at outside functions such as conferences and convenings, as necessary.
- Creating and maintaining web-based information clearinghouse on Healthy Food Systems Finance players and resources.
- Creating metrics for measuring the impact of healthy foods lending, with the goal of building a framework for information sharing between partners
- Coordinating various food system finance policy research efforts;
- Working with healthy foods lending team, as appropriate.
- Researching and advocating for public policy positions.
- Facilitating internal meetings to help drive planning and next steps.
- Tracking program activities and accomplishments.
- Performing other duties as may be deemed necessary.

Minimum Qualifications:

- Bachelor's degree and 2 years related experience.
- Strong writing and communications skills.
- Data analysis and research skills.
- Self-motivated and self-directed.
- Ability to work both independently and collaboratively within a team environment.
- Ability to use social media to effectively communicate to key stakeholders.
- Ability to develop, cultivate and nurture relationships with key stakeholders.
- Knowledge of the Healthy Food Systems and Community Development Finance fields.
- Proficiency with Salesforce, Word, Excel and PowerPoint.
- Ability to travel approximately 35% and to work evenings and weekends, when required.

Desired Qualifications:

- Master's degree in a related field.

Physical Requirements:

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and exert force of up to 10 pounds.

Compensation:

Competitive nonprofit salary, based on experience, plus a generous benefits package.

Application:

To apply, send resume and cover letter, describing why you are a fit for this position, to hiringmanager@self-help.org. Please include the position title as the subject. The position will remain posted until filled.

Self-Help is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, gender, religion, disability that can be accommodated, marital status, ancestry, nationality, family status or sexual orientation.

Nationwide

JOB TITLE: Senior Manager, Partnerships, Partnership for a Healthier America

Job Description:

The Partnership for a Healthier America (PHA) is a non-partisan nonprofit that is devoted to working with the private sector to make the healthy choice the easy choice for kids and families. Former First Lady Michelle Obama serves as PHA's Honorary Chair and former Senate Majority Leader Bill Frist and Senator Cory Booker serve as Honorary Vice Chairs.

Position Description

Reporting to the Senior Director, Partnerships within the Partnerships team, this position will be responsible for securing new PHA partners as well as the day-to-day management of a portfolio of PHA partners.

Specifically, the position will:

- Lead PHA's Healthier Campus Initiative with colleges and universities to create healthier campus environments through adopted guidelines around food and nutrition, physical activity, and programming.

- Broker commitments and secure new campus partners to the Healthy Campus Initiative.
- Serve as the lead contact for a portfolio of PHA partners, creating strong relationships and fostering partner to partner connections. Current portfolio includes partners in the early childcare, out-of-school time and food distributors sectors.
- Support partners through the third-party verification process, which informs PHA’s Annual Progress Report.
- Seek opportunities to externally showcase partners’ progress against commitments and expand and deepen partnerships through engagement in PHA activities.
- Contribute to the development of content for PHA’s annual Building a Healthier Future Summit and other partner events.
- Other duties as assigned.

Qualifications and Education

- 6 years of experience in business, marketing, non-profit management or a related field.
- Demonstrated skill and comfort in proactively building and maintaining relationships within both the business and public health communities.
- Exceptional interpersonal skills and the ability to effectively interface with a variety of audiences.
- Excellent writing and presentation skills.
- Demonstrated project management skills, with the ability to multi-task and deliver quality work on time.
- Strong analytical and critical reasoning skills.
- Bachelor’s degree required.

To apply for this position, please send a resume, cover letter and salary history/requirements to jobs@healthieramerica.org with "Senior Manager, Partnerships" in the title.

We regret we can only contact selected applicants. PHA offers competitive compensation and benefits. Equal Opportunity Employer.

HOW TO APPLY

jobs@healthieramerica.org

PROFESSIONAL LEVEL

Professional

MINIMUM EDUCATION REQUIRED

4-year degree

JOB TITLE: Local Arts Advancement Programs Manager, Americans for the Arts, Washington DC

Job Description:

The Local Arts Advancement Department works to incite a feeling of relevance and necessity around the arts in America. It does so by cultivating local arts programming in communities across the country, that strengthen and validate local arts agencies and the many other individuals and organizations that advance arts, culture, and artists at the local level, and creating opportunities for professional and leadership development, field

convenings, and peer networking opportunities. Local Arts Advancement brings to bear Americans for the Arts' unique strengths in research, policy, professional development, visibility, advocacy, and strategic partnership in order to provide vital tools, information and resources to advocates, arts professionals and allies on the ground, all in an effort to establish and implement favorable policies benefiting arts organizations, artists and local cultural development across America.

Working with and reporting to the Director of Local Arts Services, the manager is responsible for coordinating and implementing Americans for the Arts' comprehensive full-career-spectrum field education (students to executives and board members, and all in between) offerings to develop competent and informed arts professionals ready to advance and lead the arts on a local, regional and national level. The position is responsible for planning and executing a suite of programs and resources centered around field development and advancement that focuses on the full leadership pipeline and organizational needs, and requires knowledge of the local arts development field, creative multi-platform engagement and adult education, variable learning styles, and training methodologies. This position coordinates a team of cross-departmental content providers and subject matter experts to ensure robust learning opportunities in the Americans for the Arts education platform (ArtsU).

KEY DUTIES AND RESPONSIBILITIES

1. Organizational Advancement

Responsible for curating field education experiences that touch on what members, both individuals and organizations, of the field need to know to succeed in the future, as aligned with the goals and objectives of the organization and the department, specific duties include but are not limited to:

- Developing short-, mid- and long-range planning documents for field advancement and leadership activities informed by New Community Visions Initiative (NCVI) results/findings, in conjunction with the Director of Local Arts Services.
- Incorporating Diversity, Equity and Inclusion (DEI) concepts and strategies to promote and foster a more diverse arts and cultural workforce.
- Curate and lead ArtsU, a comprehensive, multi-platform field education program crossing all areas of content and career trajectories.
 - o Curation requires:
 - ♣ Strong and consistent communication and facilitation with on-staff content experts throughout the organization
 - ♣ Creation and maintenance of an annual master plan for field education cued to organizational and departmental learning objectives
 - ♣ Development and execution of a communications and marketing plan
 - ♣ Ensure understanding and utilization of the platform across the organization
- Ongoing expansion and improvement of ArtsU to realize the full potential of the program, including and beyond the robust possibilities of our online training platform.
- This can include, but is not limited to, exploration of partnerships, mapping of growth areas and opportunities, engagement with people within and beyond the arts and culture field to design, develop and deliver new ways of learning and consuming information.
- Implement badging, certification or endorsement program platforms for standardized use across the organization.
- Develop and deploy steady, constant, and informative modes of evaluating the impact and success of the program, set and develop strategy for achieving success around benchmarks associated with those metrics, and share both the metrics and the strategies/results with department leadership on a regular and timely basis.
- Regularly update the social pages with engaging content.
- Regular contributions to the Americans for the Arts website, news and blog.

- o Maintain editorial calendar for content creation and distribution.
- Regional Workshops (with the Arts Marketing and Organizational Sustainability Manager)
- Developing short-, mid- and long-range planning documents for workshop offerings.
- Identify, recruit and secure faculty.
- Create, maintain and actively pursue prospect list.
- Analyze evaluation results and adjust program content accordingly.
- Working with the Director of Local Arts Services, develop, maintain and account for program budgets including participating in the identification and development of proposals for prospective funders as directed.
- With the Director of Local Arts Services, identify and generate revenue and earned income opportunities, as appropriate.

2. Leadership Pipeline

- Emerging Leaders Network. Manage the emerging leader network program to cultivate leaders with less than 5 years of experience working to advance the arts in their communities through:
 - o Propose and, where needed, develop appropriately-themed sessions and networking opportunities at national convenings which include Arts Advocacy Day, Annual Convention and the National Arts Marketing Project Conference.
 - o The maintenance and guidance of national and local Emerging Leaders Networks and an Emerging Leaders Advisory Council.
 - o Facilitate the nomination of and selection of a recipient of the annual Emerging Leaders Award.
 - o Serve as the program lead, and aid the communications department in the promotion of, National Arts and Humanities Month and Creative Conversations.
 - o Partnerships with universities and colleges to build relationships with student groups.
 - o Work with Membership to generate value driven benefits and improve conversion and retention rates
- Mid-Career Leaders Network. Manage and foster the Mid-Career Leaders network program to cultivate leaders with 5 or more years of experience working to advance the arts in their communities through:
 - o Propose and, where needed, develop appropriately-themed sessions and networking opportunities at national convenings which include Arts Advocacy Day, Annual Convention and the National Arts Marketing Project Conference.
 - o The maintenance and guidance of national Mid-Career Leaders Networks and steering committee.
 - o Work with Membership to generate value driven benefits to improve conversion and retention rates
- Executive Leaders Network. Manage and foster the Executive Leaders network program to cultivate C-suite leaders with 10 or more years of experience working to advance the arts in their communities through:
 - o Executive Leadership Forum programs (Sundance, Site Specific) which includes identifying eligible members, developing timeline, application and selection process, coordinating logistics and program development.
 - o Propose and, where needed, develop appropriately-themed sessions and networking opportunities at national convenings which include Arts Advocacy Day, Annual Convention and the National Arts Marketing Project Conference.
 - o The maintenance and guidance of national Mid-Career Leaders Networks and steering committee.
 - o Work with Membership to generate value driven benefits to improve conversion and retention rates
 - o Coordinate programming for specific aspects of the Annual Convention programming as required, including the Roundtable sessions and the Threads programming.
- Support or develop other projects, as directed.

QUALIFICATIONS

- Bachelor's Degree or Master's Degree, or equivalent experience in the arts and culture field. Arts administration or management preferred.

- Five or more years of progressively responsible experience in nonprofit or business administration, with a focus on professional development, leadership pipeline and DEI concepts
 - Project management experience including leading teams, adhering to timelines, documenting progress, and keeping multiple projects within scope and budget. Conference programming experience preferred
 - Demonstrated strength in program development including design, implementation and evaluation
 - Current knowledge and expertise with full spectrum leadership needs and practices in the arts and cultural field.
 - Ability to balance and prioritize multiple interests against organizational and departmental goals and objectives.
- Ability to maintain strong interpersonal relationships with staff, members and field at all levels.
- Experience working with local arts agencies and local arts development—programs, services, and operations.
 - Excellent written and oral communication skills.
 - Travel required.
 - A positive attitude and an earnest interest in providing excellent customer service to our members and partners.
 - A commitment to advancing arts and culture in America.

HOW TO APPLY

<https://careers-artsusa.icims.com/jobs/1058/local-arts-advancement-programs-manager/job?mode=view&mobile=false&width=727&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>

PROFESSIONAL LEVEL

None specified

MINIMUM EDUCATION REQUIRED

4-year degree

JOB TITLE: Finance & Grants Analyst, Meridian International Center, Washington DC

Job Description:

DESCRIPTION

PURPOSE AND DESCRIPTION

Under the supervision of the Director, Financial Planning & Analysis, the Finance & Grants Analyst will have direct responsibility for the financial review and administration of Federal and private grants and contributions, including preparing and reviewing proposal budgets and financial reports, tracking accounts receivable and expenditures, and ensuring compliance with Generally Accepted Accounting Principles (GAAP) and federal rules and regulations; assists in the preparation of budgets and forecasts, maintains the reporting database, and prepares monthly and ad hoc financial reports.

ESSENTIAL FUNCTIONS

Pre-award Grants Management

- Maintain the grant proposal budget models in Excel
- Review grant proposals prior to submission

Post-Award Grants Management

- Grants Management
- Develop and maintain grants management calendar
- Setup new grants in accounting system, reporting system, timesheet system, and grant tracking tool
- Prepare internal grant reports as requested by program staff
- Meet with program staff regularly to review their financials
- Proactively review grant financial reports to ensure compliance with grant requirements, internal policies and procedures, GAAP, and Federal rules and regulations. Work with program staff to identify and rectify compliance and financial issues
- Prepare grant financial reports, invoices and payment requests
- Accounting
- Prepare monthly grant revenue recognition entries
- Reconcile monthly unbilled accounts receivable
- Prepare monthly reclassification entries
- Determine monthly release of restricted funds
- Assist with annual audits

Grant Closeout

- Prepare final reports, working closely with program staff
- Complete final invoices and drawdowns
- Close out grants in accounting system, reporting system, timesheet system, and grant tracking tool

Financial Planning, Reporting & Analysis

- Maintain the reporting system, which is currently in Excel
- Assist with the development of annual budgets and quarterly forecasts (currently in Excel), including preparing templates, working with staff to complete the templates, consolidating the budget, and developing reports
- Prepare monthly actual and budget-to-actual reports
- Develop ad-hoc reports and analyses

Other duties and special projects as assigned

Minimum Qualifications

Experience/Education

- Bachelor's Degree in Finance, Accounting, Business Administration related fields
- Minimum of two years of professional experience; experience federal funding of non-profit organizations, preferably in a grants analyst or grants management role, preferred.
- Experience with financial planning, reporting, or analysis required
- Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position

Knowledge, Skills, and Abilities

- Knowledge of federal grant rules and regulations.

- Proficiency in data management, with intermediate or greater knowledge of Excel, including pivot tables, VLOOKUP, HLOOKUP, etc.
- Experience using Accounting/ERP systems.
- Professional demeanor and ability to communicate and interface with all levels of management and staff, with an emphasis on customer service.
- Ability to explain financial matters to non-finance personnel.
- Keen analytical, organizational, and problem-solving skills.
- Effective oral and written English communication skills.

Physical Effort and Dexterity
Not applicable

Environment and Scheduling

- Interest in working with an international not-for-profit professional exchange organization
- Interest in working within a diverse work environment

This position is classified FLSA exempt.

Employer’s Statement and Rights

This position posting does not list all the duties of the job. If an offer is made, you will be presented with a detailed job description. Applicants will be evaluated based upon their demonstrated ability to perform the tasks listed above, and their education and experience. The employer has the right to revise this posting at any time. Neither this posting nor the job description is a contract for employment. Meridian is an Equal Opportunity Employer.

HOW TO APPLY

HR@Meridian.org

How to Apply

Qualified candidates should apply by e-mail only to HR@meridian.org. Subject line should read “Analyst” only and a cover letter, with salary expectations, and resume should be attached. Only candidates being considered for this position will be contacted. Submissions which do not follow the above instructions will not be considered as applicants. NO PHONE CALLS in reference to this position will be accepted.

BENEFITS

Full benefit package

PROFESSIONAL LEVEL

Professional

MINIMUM EDUCATION REQUIRED

4-year degree

ADDITIONAL EMPLOYMENT RESOURCES

The following section provides links to a variety of great job search sites. This newsletter only features a small portion of the MPA-related positions currently available. Please use these links to find positions tailored to your specific interests and preferred geographic locations.

North Carolina Specific:

- **North Carolina Association of County Commissioners (NCACC)**
<http://www.ncacc.org/classifieds.htm>
- **North Carolina League of Municipalities (NCLM)**
<http://www.nclm.org/>
Click on “Resource Center” at the top of the homepage and then click on “Jobs.”
- **North Carolina Office of State Personnel**
<https://www.nc.gov/jobs>

Local / State Government Jobs:

- **International City/County Management Association (ICMA)**
<http://icma.org/en/icma/home>
- **GovtJob.Net**
<http://www.govtjob.net>
- **National Conference of State Legislatures (NCSL)**
<http://www.ncsl.org/legislators-staff/legislative-staff/jobs-clearinghouse-service.aspx>
- **National League of Cities (NLC)**
<http://www.nlc.org/about-nlc/career-center>
- **State Government Jobs (Internet Job Source)**
<http://www.statejobs.com/gov.html>

Federal Government Jobs:

- **USA.gov (U.S. Government’s Official Web Portal)**
<http://www.usa.gov>
- **USAJOBS (Official Jobsite of U.S. Federal Government)**
<http://www.usajobs.gov/>

Nonprofit Jobs:

- **Bridgestar (The Bridgespan Group)**
<http://www.bridgespan.org/About/Bridgestar.aspx>
- **Chronicle of Philanthropy**
<http://www.philanthropy.com/jobs/>
- **Community Career Center (Enterprise, Inc.)**
<http://www.nonprofitjobs.org/>
- **Idealist.org**
<http://www.idealist.org/>
- **Intrahealth International**
<http://www.intrahealth.org/section/careers>
- **National Democratic Institute (International Jobs)**
<http://ndi.org/employment>
- **Philanthropy Journal**
<http://www.philanthropyjournal.org/>
- **Philanthropy News Digest, Foundation Center**

<http://philanthropynewsdigest.org/jobs>

Other Useful Sites:

- **Careers in Government**
<http://www.careersingovernment.com/>
- **Indeed.com**
<http://www.indeed.com/>
- **Independent Sector Joblink**
<http://www.independentsector.org/members/joblink.html>
- **National Association of Schools of Public Affairs and Administration (NASPAA)**
<http://www.naspaa.org/students/careers/careers.asp>
- **Opportunities in Public Affairs**
<http://www.opajobs.com/>
- **Roll Call (Capitol Hill Newspaper)**
<http://www.rcjobs.com/>
- **The Hill (Capitol Hill Newspaper)**
<http://thehill.com/resources/classifieds/employer>
- **Public Service Careers: Site for the American Society for Public Administration (ASPA) in collaboration with the National Association of Schools of Public Affairs and Administration (NASPAA)**
<http://www.PublicServiceCareers.org>.
- **UNC Chapel Hill - University Career Services**
<http://careers.unc.edu>