



COMMUNITY BRIDGES, INC.
(Full-Time, 40 hours/week)
Deputy Director of Programs Job Description

Community Bridges, Inc. empowers girls from diverse backgrounds to become exceptional students, positive leaders and healthy young women. We do so by addressing the developmental needs of immigrant and minority girls and their families living at or below the federal poverty level in Montgomery County, Maryland. Our integrated 4th through 12th grade after- and out-of-school Girls Program supports the growth of our young women by helping them understand their potential and life choices, learn creative strategies to become leaders, and break their family's cycle of poverty using education as a vehicle.

The Deputy Director of Programs is a highly visible management position that assists the Executive Director with the development and execution of operational policies for the organization. The Deputy Director of Programs supervises the program staff and oversees that the programmatic work is carried out in a manner consistent with the mission of Community Bridges.

OPERATIONAL DUTIES

- Works with the Executive Director on internal administrative, financial and personnel policies as appropriate
- Ensures the implementation of internal policies among the program staff
- Serves as liaison for internal policy issues involving program staff
- Ensures that job responsibilities are clearly communicated and duties delegated appropriately among program staff

PROGRAMMATIC DUTIES

- Oversees Community Bridges programs and evaluates their effectiveness
- Monitors and maintains the ongoing communications with girls, families, mentors and volunteers.
- Works in partnership with the Executive Director to monitor and evaluate program budgets and financial reports are fiscally and administratively sound
- Works with program staff to determine how efficiencies can be gained through the leveraging of resources, personnel and/or messaging
- Creates new or documents current programmatic systems and procedures as necessary to increase consistency among CB programs
- Works with the Executive Director, program staff, development staff, board members to develop the most effective strategies for Community Bridges
- Supervise, train, evaluate and develop program staff
- Coordinate the development of programs, including resource development
- Spearhead curriculum development efforts
- Administer the development and implementation of all program evaluations including data analysis
- Gather data and information needed to write/update monthly program reports with program managers
- Develop relationships with key program partners (such as principals, counselors, etc.) at each CB school
- Assist Program Managers with recruitment efforts and delivery of programs
- Work with staff to develop events and programs for girls, families, mentors and alumni
- Identify and get involved in community collaborations, meetings and other gatherings where other social service/youth providers are involved
- Serve as an expert on community issues around positive youth development



- Assist with marketing presentations to the community
- Collaborate with Executive Director to build CB's presence and raise profile in schools and within the immediate surrounding bordering communities (e.g. PTAs, community centers)
- Ensure collection and entry of demographic, attendance, outcome and evaluation data into the database
- Attend staff meetings, supervision and professional development trainings

DEVELOPMENT DUTIES

- Works with program and development staff to identify new grant sources and prospects for funding partners, and helps develop strategies for outreach
- Works in partnership with the Executive Director to ensure that programmatic resources are leveraged
- Works with the development staff to ensure that the program staff are actively engaged in development strategies and activities
- Helps develop shared understanding of fundraising strategies

Qualifications:

- Strong supervisory and project management skills and experience
- Strong analytical, organization and prioritization skills
- High level of initiative and desire to meet specific goals
- Excellent written and verbal communication skills
- Strong computer skills
- Superior customer service skills to both internal and external audiences
- An eagerness to help implement sustainable business practices
- Ability to adhere to the highest ethical standards
- Demonstrated empathetic disposition and positive attitude
- Eagerness to work as part of a team, both as a leader and in a supporting capacity
- At least a Bachelor's degree required with coursework in education, counseling, social work, psychology or a related field
- Prior work experience in management within the nonprofit sector
- Must pass a criminal background check and have a clean driving record
- Evening and weekend work required
- Must have a valid driver's license and reliable transportation to get to various work sites

TERMS: This is a full-time exempt position. In addition to an excellent benefits package, and consideration for a flexible work schedule, Community Bridges offers leadership training and professional development opportunities. Salary range is \$65,000-\$80,000 depending on experience. Please send a letter of interest and resume to: Community Bridges, 8757 Georgia Ave, Suite 540, Silver Spring, MD 20910, **or e-mail to sbabethomas@communitybridges-md.org**. Women, minorities and residents from underserved communities are strongly encouraged to apply. **Community Bridges, Inc.** does not discriminate on the basis of race, color, religion, sex, national origin, disability, or sexual preference.