

A position for someone passionate and intelligent who envisions building a national movement to inspire the success of young people across America through sports.

ABOUT UP2US SPORTS

Up2Us Sports dedicated to inspiring youth to achieve their potential by providing coaches that are trained in positive youth development.

City Director – Baltimore

DESCRIPTION

The City Director position is an entrepreneurial position for someone who believes in the Up2Us Sports mission and wants to use sports to impact underserved youth. The position will be based in Baltimore with Washington D.C. programmatic oversight responsibilities. The position will report directly to the Mid-Atlantic Regional Director or Chief Regional Officer and the Up2Us Sports Sr. Management.

RESPONSIBILITIES

Fundraising and Development (60%)

- Create an overall fundraising strategy specific to the Baltimore/Washington D.C. area with appropriate timeline and indicators of success.
- Implement fundraising strategy
- Research and write grants and funding proposals with the support of Up2Us Sports national staff
- Engage and develop local leadership council relationships
- Participate in national fundraising campaigns
- Assist in the development of new host site partnerships
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Establish Up2Us as the “go-to” organization in the field of sports-based youth development for foundations, corporations, local key policy makers, schools, parks departments, sports organizations and local youth sports programs

Financial Oversight and Responsibility (10%)

- Create Operation and Program budget with RD, CRO, and appropriate national staff.
- Work with the development department to secure adequate funding for the operation of your location.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Work with finance department to develop regular reports on the revenues and expenditure of your location.
- Ensure that internal controls are in place to manage all AmeriCorps funding

- Manage and facilitate revenue of training and host-site contracts with finance department

Human resources planning and management (10%)

- Determine staffing requirements for local organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulation
- Responsible for incident reporting and follow-up of any incidents.
- Recruit, interview and select staff with appropriate national staff that have the right technical and personal abilities.
- Ensure that all staff receives an orientation to the organization and that appropriate training is provided
- Implement the performance management process for all staff which includes an annual performance review
- Coach and mentor staff as appropriate to improve performance
- Report and communicate any staff challenges with National and discipline staff when necessary using appropriate techniques

Program Strategy and Oversight (15%)

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Management of Baltimore and Washington D.C. coaches
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the strategic plan.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects
- Ensure all applicable programs are compliant with federal and state guidelines
- Evaluate requests for proposals for host sites each year in conjunction with local and national staff
- Oversight and implementation of the sports based youth development training strategy with national staff.

Community relations/advocacy (5%)

- Maintain community presence in local collaboratives, working groups, etc. that aligned with the Up2Us Sports mission and vision
- Work with Up2Us Sports Marketing team on implementing national campaigns for brand awareness and fundraising and develop local outreach materials
- Cultivate local sports ambassadors for the Up2Us Sports Ambassador Board

QUALIFICATIONS

This position will require a self-starter with advanced nonprofit leadership experience. Up2Us Sports has a strong internal culture where all staff are valued for their input, so the ideal candidate should also come with strong team spirit.

Additional characteristics include:

- 5 years experience managing staff
- Fundraising and grant writing experience
- Experience managing government grants (ie: AmeriCorps a plus)
- Ability to manage finances and budgets
- Exceptional organizational skills and attention to detail
- Strong communication skills, both verbally and written
- Ability to work easily with people at all levels of an organization and with people across the nation
- Ability to work in a fast paced, ever-evolving, not-so-formal, fun atmosphere with similarly committed leaders
- Bachelor's Degree - preferred; Masters - desired

COMPENSATION

- Commensurate with experience
- Health, dental and other benefits, including generous leave time
- A dynamic, fun, exciting, and flexible work atmosphere with a team of professionals dedicated to supporting underserved youth through sports

HOW TO APPLY

Please send resume, grant writing sample, and cover letter with your salary requirements to:
Luella Provenza
Chief Regional Officer
Up2Us Sports
lprovenza@up2ussports.org