



CAREER OPPORTUNITY

Job # 201710
Opens: 04/11/17
Open until filled

Community Programs/Resource Development Manager

CLASS: Program Manager

Senior and Disability Services, Albany

Limited Term – not to exceed 24 months

(FLSA Exempt)

Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: www.ocwcog.org.

GENERAL INFORMATION

This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **April 24, 2017**. We cannot guarantee that we will review applications received after this date.

This is a management position: If you are hired, you will become part of the OCWCOG's management team.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

DUTIES AND RESPONSIBILITIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Selects, trains and supervises personnel engaged in community services program activities. Manages and coordinates staff activities by planning and organizing workloads and assignments, conducting performance evaluations, monitoring and resolving personnel matters and providing training to employees to ensure effective delivery of services.
- Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with program guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.
- Prepares program budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
- Participates and contributes as a member of a three-agency food service consortium. Participates as a team member in the following activities: manages food service and service provision contract processes; plans and implements RFP processes, designs service

- specifications, participates in selecting contractors, monitors contractors performance; participates in program planning, menu planning and problem solving.
- Manages fund raising for programs; sets local goals, provides training to staff, plans and implements fund raising campaigns.
 - Seeks grants and other funding for operation of programs and manages funds received
 - Makes presentations regarding community programs and services to various service clubs, member jurisdictions and other interested parties.
 - Coordinates with Communications Consultant the design and development of brochures and other marketing tools to inform the public and procure donations.
 - Composes letters and coordinates mailings to prospective businesses for donations.
 - Conducts follow-up calls either by phone or in person.
 - Assists with maintenance of database of donors.
 - Maintains regular and frequent contact with various clubs, organizations, agency staff, vendors, the public and the media.
 - Assists staff in developing grant applications, requests for proposals and contracts.
 - Assists in monitoring contracts and preparing grant and contract status reports.

WORKING ENVIRONMENT

Work is performed primarily in an office environment utilizing a personal computer, telephone and a variety of office equipment. Position may require sitting for extended periods of time and performing computer data entry. Frequent travel to local and state meetings, and meal sites throughout the three-county area is required. Attendance at occasional night meetings may also be necessary.

TO QUALIFY

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

MINIMUM QUALIFICATIONS:

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following: Bachelor's degree in business or public administration, human services, or related field. Four years of progressively responsible experience in public relations, marketing, grant writing, and/or fund raising, plus four years of progressively responsible managerial experience; OR, any satisfactory combination of education, training, and experience that demonstrates the knowledge, skills and abilities to perform the job.

LICENSES, CERTIFICATES, & OTHER REQUIREMENTS

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

SALARY and BENEFITS: \$\$4794.00-\$6382.00/month, plus a generous benefit package including fully paid medical, dental, vision, life, short and long-term disability insurance; generous paid leave; tax deferred plans; and fully paid retirement benefits.

REQUIREMENTS FOR APPLYING:

Submit to Human Resources by the closing date listed above:

- Completed and signed OCWCOG application
- Current resume

- A cover letter describing your knowledge skills and abilities as they pertain to the position, highlighting your successes in grant writing and fundraising, and your experience working with various boards and committees.

HOW TO APPLY:

Applications and detailed job description is available at www.ocwcog.org

If you qualify, submit signed application and required materials listed in the requirements for applying.

SUBMIT TO:

Oregon Cascades West Council of Governments
Human Resources Department
1400 Queen Ave SE, Suite 201
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at hrrecruit@ocwcog.org. **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

FAX to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

SUBMIT only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

Job Description:

SDS 02a

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Title: **Community Services/Resource Development Manager**

Position Classification: Program Manager

FLSA: Exempt

Department: Senior and Disability Services

Reports to: Executive Director

SUMMARY OF POSITION

Plans, organizes and manages various community programs and services, such as Veterans Services, Retired Senior Volunteer Program (RSVP), *Meals-on-Wheels*, and other related programs. Develops and implements policies, procedures, contracts and budget. Secures and monitors resources through fundraising activities, grants and contracts. Represents the organization at various community and other agency meetings. Generates community support through public relations activities, volunteerism and non-governmental funding for the program. Secures and monitors various contracts in support of Oregon Cascades West Council of Governments OCWCOG Community Programs. Plans, organizes, implements, and directs various activities of boards and special committees that work with OCWCOG. Organizes, develops and implements activities to inform potential clients, community-based organizations, elected officials, and the public about the programs administered by OCWCOG.

ESSENTIAL JOB DUTIES

Performs position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engages in effective team participation through willingness to assist and support co-workers, supervisors, and other work related-associations. Develops good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrates positive acceptance of constructive feedback and suggestions, in an effort to strengthen work performance. Contributes to a positive, respectful and productive work atmosphere. Regular attendance is required to meet the demands of this job and to provide necessary services.

- Selects, trains and supervises personnel engaged in community services program activities. Manages and coordinates the activities of staff by planning and organizing workloads and assignments, conducting performance evaluations, monitoring and resolving personnel matters and providing training to employees to ensure effective delivery of services.
 - Implements policies, procedures and performance standards to assure efficient and effective activities that are in compliance with program guidelines, goals and objectives. Reviews and analyzes existing practices and procedures to recommend improvements and changes as warranted.
 - Prepares program budget based on staffing and resource requirements, cost estimates, objectives and goals. Monitors and documents expenditures assuring compliance with approved budget and staffing levels.
 - Participates and contributes as a member of a three-agency food service consortium. Participates as a team member in the following activities: manages food service and service provision contract processes; plans and implements RFP processes, designs service specifications, participates in selecting contractors, monitors contractors performance; participates in program planning, menu planning and problem solving.
 - Manages fund raising for programs; sets local goals, provides training to staff, plans and implements fund raising campaigns.
 - Reviews workloads, reports and records, personnel assignments and status of ongoing work and various projects in order to plan and evaluate staff activities.
 - Seeks grants and other funding for operation of programs and manages funds received.
 - Makes presentations regarding community programs and services to various service clubs, member jurisdictions and other interested parties.
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- Coordinates with Communications Consultant the design and development of brochures and other marketing tools to inform the public and procure donations.
 - Composes letters and coordinates mailings to prospective businesses for donations.
 - Conducts follow-up calls either by phone or in person.
 - Assists with maintenance of database of donors.
 - Maintains regular and frequent contact with various clubs, organizations, agency staff, vendors, the public and the media.
 - Assists staff in developing grant applications, requests for proposals and contracts.
 - Assists in monitoring contracts and preparing grant and contract status reports.

OTHER JOB DUTIES

- Supervises the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services. Responds to the most sensitive or complex inquiries of service complaints.
- Performs other related duties as assigned by the Executive Director or Deputy Director.

SUPERVISION RECEIVED: Receives general direction from the Executive Director.

SUPERVISORY RESPONSIBILITIES: Provides supervision to and evaluation of Program Supervisors and professional level staff as assigned.

funding sources;
Demonstrated ability to work effectively with boards and governing bodies;
Ability to motivate, train and supervise staff; and ability to apply problem-solving techniques;
Ability to develop program goals and objectives and conduct planning activities;
Ability to analyze and evaluate operations, develop and implement corrective actions;
Ability to develop and implement innovative services in area of assignment;
Ability to establish and maintain effective working relationships with employees, other agencies and the general public;
Ability to use computer based applications including spreadsheets, word processing and data base programs;
Ability to prepare grant applications and manage the submission process;
Ability to work with accuracy and attention to detail and to meet deadlines;
Strong written communications skills with the ability to write clear, structured, articulated and persuasive proposals; and,
Strong public speaking skills.

Licenses, Certificates, & Other Requirements

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Position requires successful completion of a criminal history and driving record check.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and abilities. To successfully perform this job, the employee will possess the abilities or aptitudes to perform each duty proficiently.

Updated 3/17

EQUAL OPPORTUNITY EMPLOYER

Cascades West Center, 1400 Queen Ave., SE Suite 201, Albany, Oregon 97322

◆ Phone (541) 967-8720

◆ Fax (541) 967-6123

◆ TTY (541) 928-3670

