



Main Office
405 N. Elm Street, Lumberton, NC 28358
910.277.3500 scapnc.org

Title:	Community Service Block Grant Director
Status:	Exempt
Terms:	Permanent/ Full-Time
Department / Location:	CSBG Lumberton, NC Office
Reports To:	Chief Executive Officer (CEO)
Job Summary:	<p>Under the direction of the CEO, the CSBG Director is responsible for implementation and operation of the Community Services Block Grant program and must have direct experience in this field. Provide strategic recommendations to the CEO based on community needs assessment, CSBG organizational standards, compliance and regulations (including program revenue /expense analysis and cost allocations) Conducts community surveys and in-house evaluations. Conducts file audits (electronic and paper) to determine accuracy and compliance with ROMA goals. Provides assistance in the preparation of budgets and proposals. Serves on various committees of the Board of Directors to provide guidance and assistance as well as other duties as assigned by the CEO.</p>
Supervises:	Success Navigators, Administrative Assistant, Operations Coordinator, Compliance Officer
Essential Duties and Responsibilities:	<p><u>Management:</u> Maintains effective communication with leadership to ensure efficiency of the department and collaboration within agency programs. Provides CSBG staff support in achievement in programmatic goals and objectives.</p> <p><u>Organization:</u> Defines areas of responsibility and establishing methods of carrying out</p>

program operations for CSBG. Allocates CSBG staff assignments to various workstations. Reviews program specific job descriptions annually and recommend changes to the appropriate leadership staff. Conducts performance evaluation annually for CSBG personnel and special performance evaluations as required.

Cost Control: Exercises control of program expenditures. Analyzes cost reports and makes budget comparisons. Initiates corrective measures in coordination with the Chief Financial Officer. Prepares and maintains department budget.

Supervision: Provides leadership and support for CSBG staff. Defines purpose of CSBG program and helps staff understand respective roles, functions, and responsibilities. Keeps CSBG staff informed on policies related to work and provides instruction on compliance with laws and regulations related to the operation of the CSBG program.

ROMA Compliance: Monitors electronic and paper files of all staff to verify compliance with ROMA guidelines. Provides guidance and support to Success Navigators in developing action plans for enrolled FESS customers to ensure planned goals comply with ROMA. Ensures the appropriate use of the ROMA cycle in carrying out planning activities for the CSBG department.

Evaluation: Analyzes programmatic reports and conducts periodic inspections of customer files. Monitors program and periodically review progress with appropriate staff. Identifies problem areas and initiates a corrective action plan.

Reporting: Summarizes monthly program reports. Prepares annual and semi-annual progress reports. Assists in the preparation of budgets and proposals. Accepts special

reporting assignments. Completes the Organizational Standards and Annual Report with collaboration of agency program directors. Delivers periodic reports to the Board of Directors regarding the state of the CSBG department. Provides feedback, ideas and suggestions to the CEO.

General Qualifications Requirements:

- Have a strong capacity to collaborate with other leadership staff, funders, vendors, community leaders & stakeholders and customers.
- Have a clear passion and commitment to helping people in our service area.
- Have superior written and oral communication skills, effective advocacy expertise and professional knowledge of program guidelines, including the NC Administrative Code.
- Required local and out-of-state travel.

Working Experience Requirements:

- A minimum of 5 – 10 years of relevant experience with a strong background in non-profit program management.
- Experience in budgeting and fiscal control and knowledge of business procedures.
- Strategic thinker with experience working with a strong professional team, federal and state funders and partners.
- A minimum of 5 – 10 years of direct experience working in the CSBG department.

Education Requirements:

Master's degree in Business Administration, Human Services, Public Administration, or related field or bachelor's degree with 10 – 15 years of related experience. ROMA certified (preferred).

Instructions:

- Bilingual applicants are encouraged to apply.
- Send Agency application, interest letter, cover letter and resume to:
 - Post Office Box 1025
Lumberton, NC 28358
Email : recruitment@scapnc.org
- Applications may be submitted by visiting the Agency's website
<https://scapnc.org/careers>

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