



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

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Human Resources

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Cynthia W. Burton
Executive Director

February 11, 2020

JOB ANNOUNCEMENT

Title: Planning and Development Manager

Location: CSP Administration Office, Tuscaloosa County

Employment Classification: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: Salary Range \$61,580+ depending on experience. DO NOT APPLY UNLESS ALL QUALIFICATIONS ARE MET. Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 752-5429 to request an application. Completed and signed applications may be submitted in by mail or scanned and emailed to employment@cspwal.com.

Deadline to apply: Monday, March 16, 2020, at 5:00 p.m.

Community Service Programs of West Alabama, Inc., is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, genetic information, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children's facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. EOE AA M/F/Vet/Disability. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama, Inc.

Job Description

Job Title: Planning and Development Manager

Division/Department: Administration

Reports To: Executive Director

Employment Classification: Regular Full-Time, Non-Exempt, Non-Safety-Sensitive
Pay Grade II. \$61,580 + based on qualifications and experience

Summary of Duties and Responsibilities

Implements the planning policies and directives of the Board of Directors and Chief Executive Officer. Conducts governmental relations development and community development activities of the agency. Cultivates funding sources and produces funding requests and proposals. Participates in the upper level management team which helps address agency wide issues.

Essential Duties and Responsibilities: *Other duties may be assigned by the Supervisor.*

- ◆ Carries out activities related to community and governmental relations initiatives.
- ◆ Provides guidance to CSBG, Head Start, Housing, Workforce Development and other grant programs to ensure programmatic and funding objectives and regulations are met.
- ◆ Implements activities related to development and maintenance of consistent funding streams for the agency.
- ◆ Conducts activities in accordance with funding regulations and governmental regulations.
- ◆ Coordinates with key departmental staff to develop new products and services of the agency.
- ◆ Participates in development team meetings in pursuit of new projects.
- ◆ Works with external partners to oversee and assist with funding development.
- ◆ Assists with housing development and departmental budgets.
- ◆ Assists in producing pro forma, sources and uses, and project development budgets.
- ◆ Supports and assists Housing Programs Director in producing reports for the Division.
- ◆ Assists in establishment of goals for the agency, particularly the housing and development division.

- ◆ Coordinates and prepares agency plans and proposals for submission to potential funding sources.
- ◆ Conducts networking activities to develop contacts within relevant funding sources.
- ◆ Conducts broad research and prospect research for information relevant to programs and potential revenue streams.
- ◆ Engage in agency social media and electronic communications to support development of revenue streams.
- ◆ Provides assistance with development of agency publications, reports, and brochures.
- ◆ Coordinates an intentional and consistent outreach and public relations effort throughout the service area.
- ◆ Makes recommendations to the Chief Executive Officer for structural changes.
- ◆ Performs other duties and responsibilities as assigned by the Chief Executive Officer.

Supervisory Requirements:

Previous supervisory experience is necessary.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

➤ **Education and Experience:**

- ◆ Possession of a Bachelor's and/or Master degree in Business Administration, Communications, or closely related field is required; and/or
- ◆ 3 - 5 years' experience in developing and writing funding proposals.
- ◆ Experience in housing/social services preferred.
- ◆ Proficient in writing, speaking and budgeting.

➤ **Certificates, Licenses, Registrations:**

- ◆ Valid Driver's License with liability insurance is required.

➤ **Language Skills:**

- ◆ Ability to read and analyze complex reports, technical procedures, and professional periodicals, and draw conclusions about courses of action.
- ◆ Ability to package and present information and respond to questions from groups of clients, vendors, employees and general public in a persuading manner.
- ◆ Ability to develop and provide written reports to Executive Director, other departments at CSP, State level departments, and community groups.

➤ **Mathematical Skills:**

- ◆ Ability to analyze and interpret data and financial reports from the agency fiscal department, the State fiscal departments, and monthly reports provided to the agency.
- ◆ Ability to apply fractions, percentages, ratios, and proportions to practical situations.

- ◆ Ability to conduct benefit/cost analyses.

Reasoning Ability:

- ◆ Ability to interpret an extensive variety of technical instructions in mathematical form.
- ◆ Ability to define problems and draw valid conclusions.
- ◆ Ability to critically analyze ever-changing work situations.
- ◆ Ability to manage cascading deadlines.
- ◆ Ability to think creatively.

➤ **Other Skills and Abilities:**

- ◆ Ability to develop effective working relationships with staff members.
- ◆ Ability to communicate clearly and concisely to staff and participants.
- ◆ Ability to work with members of diverse populations.
- ◆ Capable of handling multiple tasks with time constraints.
- ◆ Ability to meet deadlines and follow through consistently.

Physical Demands: *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is routinely required to drive, talk and hear. The employee is regularly required to stand and walk. Specific vision abilities required by this job include the ability to adjust and focus. Extensive writing is required. The employee is expected to travel and attend frequent council meetings, state meetings, and regional activities.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The noise level is acceptable in the work environment. Work is performed primarily indoors.

The information contained in the job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position.

Additional duties may be assigned by the Executive Director.

Planning and Development Manager

Job Description

Page 5 of 5

Reviewed by Board of Directors 01.19.2017

Reviewed by Board of Directors 03.15.2018

Reviewed by Board of Directors 01.17.2019

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