



Baltimore will grow and prosper if we develop each child first.

**CHILD FIRST AUTHORITY, INC.
Director of Community Schools
Position Description**

Description: The Director of Community Schools is responsible for ensuring that all Child First Community Schools (CS) programming meets high standards of quality and meet the requirements of grants awarded. The Director must be a champion for the Community School strategy, a skilled people leader and team manager, a keen problem solver, a learner, and can manage multiple projects and priorities effectively. Furthermore, the Director will possess the relevant knowledge, skills, and experience to envision and implement the next iteration of the Community School strategy in which Child First serves not only as the direct support to Community School Coordinators (CSC), but walks hand-in-hand with school principals and leaders to manage school-based organizational change in alignment with the vision of a Community School.

Reports to: Child First Deputy Director

Responsibilities:

- Effectively supervise and professionally develop a team of 12 full-time Community School Coordinators
- Lead a professional learning community of Community School Coordinators that:
 - Develops a collaborative culture that maximizes the strengths and talents of team members;
 - Engenders collective inquiry, shared practice, and action research to promote learning and better practices;
 - Increases shared responsibility for organizational success; and
 - Promotes the development of a relational culture among and between coordinators.
- Identify, develop and deliver strategic training opportunities in response to CSC needs, organizational data trends, school outcomes and needs, and changing external circumstances
- Develop and grow relationships between Community School Coordinators, organizational partners and funders to advance the goals and vision of the strategy and position Child First as a thought-leader in the citywide implementation of the strategy.
- Regularly collaborate with principals to provide technical assistance in making the organizational leadership shifts required to fully implement the Community School Strategy
- Collaborate with Child First's leadership team to enhance organizational systems that demonstrate effectiveness of the Community School strategy including data tracking, analysis, reporting, and workflow systems;
- Develop and manage budgets, including approving finances, tracking expenditures, and preparing reports on current finances;
- Provide support to Executive Director to meet the organization's goals;
- Work with senior management in development of program goals and milestones, marketing and public relations materials, and grant proposals;



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- Maintain accurate records for organizational accountability;
- Coordinate site documentation with grant reporting needs; and
- Other duties as needed.

Qualifications:

- Master's degree preferred; Bachelor's degree is required; however, relevant experience will be considered;
- Minimum of 5 years program management, planning, and coordination;
- Experience supervising a team is a must;
- Demonstrate thorough understanding of the Community School Strategy and landscape of Baltimore City; former experience as a Community School Coordinator preferred;
- Ability to establish goals, structures, and processes necessary to implement a mission and strategic vision;
- Leadership, coaching, and teambuilding skills to strengthen and cultivate relationships;
- Strategic and analytical thinking skills with an ability to solve problems and make decisions;
- Conflict management skills;
- Track record of developing and maintaining strong working relationships among a diverse group of actors and partners;
- Experience collecting, analyzing and using data to inform decisions;
- Demonstrated ability to complete multiple deadlines in a timely manner;
- Experience managing multiple projects and ability to manage a cadre of staff, partners, and volunteers;
- Strong organizational skills, ability to work independently, and attention to detail;
- Excellent written and verbal communication skills;
- Reliable transportation.

Child First Authority provides equal employment opportunity without regard to race, color, sex, gender identity, age, mental or physical disability, medical condition, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, veteran or military discharge status, or any other basis protected by local, state or federal law.

Salary Range: \$85,000 - \$95,000

Anticipated Start Date: January 6, 2025

How to Apply: Interested applicants should submit a compelling cover letter, resume and three professional references to cfamain@childfirstauthority.org by 11:59PM on November 15, 2024. Incomplete Applications (without resume, cover letter, and professional references attached) and applications received after the deadline will not be reviewed.