

Tuscaloosa's One Place

Assistant Executive Director

Tuscaloosa's One Place, A Family Resource Center empowers people to achieve their full potential. We provide resources to: promote self-sufficiency, strengthen families, and prevent child abuse and neglect; thus improving the quality of life for all members of our community.

Salary Range: \$62,000-\$65,000

QUALIFICATIONS

FLSA: Exempt

- Master's Degree in Social Work, Education, or related field from an accredited college
- Preferred LMSW
- Grant writing and compliance experience
- Five years of experience in social services and management or supervision
- Knowledge and ability to evaluate/analyze program outcomes
- Valid Alabama driver's license, current liability insurance and reliable transportation
- Clearance through the Child Abuse Central Registry and background check

Reporting to the Executive Director, the Assistant Executive Director will lead internal operations and will have the following responsibilities:

DUTIES AND RESPONSIBILITIES

The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Serve as an internal leader of the organization
- Provide for all staff a strong day-to-day leadership presence
- Cultivate the values of TOP within the organization
- Lead the performance management process that measures and evaluates progress against goals for the organization
- Supervise managers and other key staff
- Ensure that all program activities operate consistently and ethically within the mission and values of TOP.
- Increase key impact measurements
- Plan, manage and document program evaluation as required by funding and certification sources
- Manage proposal preparation and granting writing
- Manage multiple projects
- Ensure that all programmatic partners renew their contracts
- Prepare and/or oversees budgets with various programs
- Instill a human capital development and "coaching" culture within TOP
- Manage employee hiring and terminations on the front-line staff along with HR Manager
- Partner with the ED to represent TOP with external constituency groups, including community, governmental, and private organizations
- Recommends policies and procedures to improve TOP communication strategy and implementation.

- Accomplishes duties and responsibilities, with or without reasonable accommodations, in a timely manner.
- Meets regular attendance requirements (M-F, 8:00-4:30).
- Maintains good interpersonal relationships with coworkers, clients, and the public.
- Performs other related duties as required.

REQUIRED SKILLS

- Ability to work collaboratively and independently
- Ability to speak and write persuasively.
- Highly creative in developing approaches to reach target audiences
- Ability to meet with consumer groups to determine “wants”
- Superb organizational skills and critical thinking abilities.
- Knowledge of Microsoft Office (Word, Access, PowerPoint).
- Ability to occasionally push, pull, lift, carry and/or move up to 50 pounds
- Ability to stoop, bend, squat, climb stairs, crouch, or kneel on an occasional basis