



Position Title

Associate Director of Programs

Status

Full-time, 12-month position

Organization Description

The Maryland-DC Campus Compact (MDCCC) is a non-profit membership association of 34 colleges and universities, public and private, 2- and 4-year. As the region’s largest higher education consortium, MDCCC provides leadership to member institutions in building a culture of civic engagement. Founded in 2008, MDCCC strengthens the capacity of member institutions to enhance student engagement and improve community life. MDCCC’s vision is to develop global citizens and create just communities. MDCCC holds “Standards of Excellence” accreditation through the Maryland Association for Non-Profit Organizations as a 501(c)3. MDCCC is supported through a combination of institutional dues, federal and private grants, individual gifts, and in-kind contributions. MDCCC combines a fast-paced, professional work environment with a small, family-friendly organizational office culture. MDCCC is an Equal Employment Opportunity employer.

Position Description

The MDCCC Associate Director of Programs (ADP) will work closely with the Executive Director (ED) and the MDCCC team in providing the highest level of service to all stakeholders – including but not limited to administrators and faculty, students, corporate and community partners, donors, and government agencies. By coordinating conferences, retreats, workshops and grant administration, the ADP will be a key player in implementing the strategic plan. The ADP will assist in fulfilling the mission of MDCCC, deepening campus-community partnerships throughout Maryland and the District of Columbia.

Required Qualifications

The successful candidate will have at least four years of experience in coordinating and managing programs (higher education, the non-profit sector or comparable experience), plus a Master’s Degree in a related field, and proven excellence in the following areas:

- Organization, event/project management, and time management
- Communication – written and verbal
- Supervision and building interpersonal relationships
- Problem-solving
- Taking initiative
- Demonstrating enthusiasm for civic engagement and community development
- Ability to work both independently and collaboratively
- Capacity to synthesize complex data and translate information to diverse constituents
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Publisher

The Associate Director of Programs will be responsible for providing his or her own transportation (current driver's license and insurance required) for campus visits within the Maryland-DC region, and available for overnight travel several times a year to represent the MDCCC at regional/national meetings.

Preferred Characteristics and Qualifications

Knowledge of and experience with civic engagement, with a background in:

- Higher education
- Service-learning, engaged scholarship, and community-based research
- Federal grant writing, reporting, technical assistance, program implementation, and e-grants
- Approaching new tasks with flexibility and the enthusiasm and curiosity of a life-long learner

Essential Job Responsibilities

The primary responsibility of the Associate Director of Programs (ADP) is to work closely with Executive Director and MDCCC team in mobilizing the collective commitment and capacity of higher education to actively advance our communities through civic and community engagement. The ADP will:

- Coordinate and provide leadership for events, including recruiting volunteers and speakers (40%)
 - Presidents' Institute (fall)
 - Faculty workshops (quarterly)
 - Practitioners' retreat (June)
 - Service-Learning and Civic Engagement (SLCE) Conference (spring)
- Coordinate the AmeriCorps VISTA grant (30%)
 - Reapply annually for the grant
 - Recruit and supervise the AmeriCorps VISTA leader
 - Serve as liaison with the funding office
 - Provide technical assistance to campuses regarding project development
 - Plan and lead two supervisor workshops
 - Assist campuses in recruiting and filling their MDCCC VISTA position
 - Plan and coordinate pre-service orientation
 - Conduct annual project site visits (currently 25 campuses)
 - Collect sub-grantee reports and submit summary report
 - Support sub-grantees in assessing their program impact
 - Work with MDCCC office manager to submit federal financial reports
 - Anticipate and respond to human resource concerns on sub-grantee sites
- Administrate (10%)
 - Develop program and event budgets
 - Edit the bi-weekly electronic newsletter
 - Collaborate in the improvement of MDCCC systems and programs
 - Create program impact reports for the MDCCC board
- Recruit and supervise (10%)
 - AmeriCorps program coordinator
 - Up to five project-based interns (awards, design, magazine, computer)
- Assist the Executive Director (10%)
 - Facilitate working group reporting and deliverables
 - Draft and edit grant applications and coordinate sub-grantee participation
 - Support implementation of K-12 partnerships around college, career, and civic readiness
 - Reinforce potential partnerships that align academic, business, and philanthropic priorities

- Represent MDCCC as a liaison to internal and external entities
- Other responsibilities as assigned in support of MDCCC growing and fulfilling its mission

Salary and Benefits

The salary is commensurate with education and experience, plus outstanding benefits, and travel reimbursements. Working remotely from a satellite office in DC or Baltimore is negotiable.

Reports to

Executive Director

Office Location

The MDCCC office is located on the Hood College campus in Frederick, Maryland.

Diversity

Candidates should demonstrate a commitment to working in a culturally diverse environment and to contribute to the mission of the MDCCC. MDCCC is dedicated to excellence through diversity, and provides reasonable accommodations to qualified applicants with disabilities.

Job Posting

Applications will be received through December 18, 2014.

To Apply

Qualified candidates for this position are requested to apply electronically by submitting in one consolidated document a cover letter resume, and full contact information for three references. The cover letter should be addressed to Ms. Madeline Yates, Executive Director. The document should be in MS Word or PDF format and emailed to Madeline Yates (yates@mdccc.org) and be copied/cc'd to Pat Bassett (bassett@mdccc.org) with "Associate Director" and your name in all CAPS in the subject line (example: Associate Director: DORETHA RIVERA). The successful candidate will be subject to a pre-employment background check.