



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Division Manager(s) Education and Community Justice
Department: Program Impact
Supervisor: Vice President
Revision Date: April 2021

Purpose of Position

The *Division Manager* is responsible for a division of the organization including but not limited one of the following areas of: Education and/or Community Justice, Jobs, Housing, Health, or Entrepreneurship. On a regular basis, monitoring operations to ensure that division goals and objectives are being met and that policies and procedures are being followed. The Division Manager collaborates with peers to help ensure smooth overall operations within the organization. Also, will be responsible for professionally developing the entry level managers and their teams to ensure successful succession and consistency in their program area.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

General Administrative

- Collaborates with your supervisor to create a strategic plan and implement approaches to achieve it.
- Maintains effective lines of communication, keeping supervisor fully informed of all issues and immediately with critical issues.
- Responsible for all administrative and management activities related to implementing programs in his/her respective portfolio.
- Maintains a working understanding and knowledge of all his/her program contracts and operational policies and procedures.
- Maintains a general understanding of all ULBC programs.
- Ability to balance the needs and expectations of multiple constituents.
- Knowledge and ability to work with financial information.
- Performs other duties as assigned.

People Management

- Hires, trains, and evaluates staff with Human Resources Department
- Provides management and leadership to direct reports and identifies opportunities for professional development.
- Establishes effective working relationships and lines of communication with program staff and management team.
- Completes annual and periodic performance reviews in a timely manner
- Regularly monitors staff programmatic performance and skill development.
- Assesses and resolves, as appropriate, operational and personnel issues within written policies and procedures.
- Identifies team development opportunities that increase productivity and effectiveness.

Performance Management

- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Ensure successful program implementation and high quality program performance.

- Conducts regular, documented quality assurance processes and evaluates the accuracy of the program documentation
- Ensures client files are compliant and meet organizational and funder regulations, and guidelines.
- Assists and prepares for all external audits from funding sources.
- Ensures that all internal and external corrective actions are mitigated, and corresponding plans are implemented and maintained.
- Serves as the chief strategist to resolve challenges that arise in his/her respective area.
- Keeps current on all federal, state, and local laws, regulations, and guidelines regarding operation of programs and contracts in his/her area of expertise.
- Develops and utilizes systems designed to track program performance.
- Supervises and ensures the accuracy of all performance reports in a timely fashion.
- Identify ways to expand the organization's programmatic agenda which may include leveraging community resources, writing and/or assist with the writing of grants.

Budget Management

- Implements and monitors program budgets to ensure efficient use of resources
- Monitors financial utilization and output realization for each program contract.
- Tracks expenses and preliminarily approves spending in the programmatic area.
- Informs management if the program has deficiencies that require additional capacity to successfully implement the program.

EDUCATION AND/OR EXPERIENCE:

Master's Degree preferred (MSW, MPH; Bachelor's degree (B.A.) from four-year college or university in the related field of social work, education, public administration, or related human service area; and a minimum of three years related experience and two years of experience in administration and staff supervision and/or equivalent combination of training and experience.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Detailed knowledge and experience in case management and documentation.
- Willing to work some evenings and weekends for outreach events
- Proficient in time management to fulfill all tasks in a timely manner
- Outstanding organizational skills
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Knowledge and ability to work with financial information.
- A minimum of two years' experience managing contracts
- Experience working with disadvantaged populations
- Out of town travel required occasionally.
- Bilingual (English and Spanish or French or Creole) candidates preferred

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

email: [hiring@ulbcfl.org](mailto: hiring@ulbcfl.org)

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER