

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**Position:** DIRECTOR, RESEARCH AND DEVELOPMENT  
**Division/Office:** OFFICE OF PRESIDENT AND CEO  
**Bulletin No:** 04022019  
**Salary Range:** COMMENSURATE WITH EXPERIENCE  
**Opening Date:** FEBRUARY 8, 2019  
**Closing Date:** OPEN UNTIL FILLED  
**First Source:** N/A

**BRIEF DESCRIPTION:**

Collect and maintain data on the external environment critical to the appropriate planning and programming decision making of the organization while promoting best practices, developing funding proposals and garnering private partnerships and resources to facilitate the mission of UPO.

**CRITICAL FUNCTIONS AND DUTIES:**

**Provide for ongoing and updated data collection of the Washington Metro Region.**

Maintain ongoing access to updated US Census Data. Establish contacts in local planning office. Secure and assess local comprehensive plans for opportunities and land use shifts screen marketplace to maintain access and information on strategic plans for: DHS, DOES, DBH, DOH, OSSE DCPS, and DHCD. Provide for quantitative and qualitative data analysis. Secure data as needed for strategic decision making. Develop a content area data bank for internal customers.

**Provide for a Tri-Annual Needs Assessment**

Conduct a tri-annual community needs assessment. Include relevant statistical data reflecting the conditions of poverty in Washington. Identify geographical area of greatest need at the ward and sub-ward level identify the gaps in existing services and provide an analysis. Present the community needs assessment to the Board of Directors. Ensure that low income customers’ input is included in the assessment.

**Conduct a Gap Analysis for Consideration in the Development of the Strategic Plan**

Determine the opportunity gap (unmet need) and propose strategies that may be employed. Consult with internal customers, office directors/division directors, on capacity to address the gap. Offer executive management recommended action to bridge the gap. Provide cost analysis for public policy discussions.

**Modify Business Practices**

Partner with Executive Management to identify strategies to advance internal systems integration. Study Communities of Practices to recommend new areas for UPO expansion. Pilot new human and community development approaches. Explore and recommend fee for services approaches for the organization.

**Resource Development**

Serve as the organization's grant development office. Maintain leveraging efforts to secure private partnerships to support UPO's initiatives. Coordinate with office and division heads on grant development. Perform post award analysis of the strengths and weaknesses of applications.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in planning, social sciences or economics and eight (8) years of experience in research and planning, in addition to having demonstrated ability to direct, manage, inspire and coordinate staff activities. Demonstrated excellent verbal and written communication skills, strong interpersonal skills, effective planning and organizational skills along with technological competence and data management systems.

**DESIRED QUALIFICATIONS:**

Master's degree in public administration, business administration or planning. Four (4) years of experience in planning and research.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position *IS NOT* covered by the collective bargaining agreement with the CWA union.**

**To be considered for this position:**

**Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your resume to  
202/319-3237.**