

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 to view all of our vacancies and to learn more about our company and services.

POSITION: Director, Research and Planning
DIVISION/OFFICE: Executive VP
BULLETIN No: 07082019
SALARY RANGE: Commensurate with Experience
OPENING DATE: August 14, 2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Collect and maintain data about 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 execution of UPO’s mission.

CRITICAL FUNCTIONS AND DUTIES:

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

- Establish contacts in Local Planning Offices to stay abreast of City and regional development planning and advise UPO management
- Secure and assess local comprehensive plans for opportunities and land use shifts
- Maintain access and information on Strategic Plans For: DHS, DOES, DBH,DOH,OSSE DCPS, DHCD
- Provide for quantitative and qualitative data analysis

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 the gaps in existing services and provide an analysis
- Present the community needs assessment to the Board of Directors
- Recommend priority areas for economic opportunity programming to executive management

Conduct a Gap Analysis for consideration in the development of the Strategic Plan

- Identify key areas of need as related to human development and poverty alleviation
- Identify existing agencies and resources used to address key areas of need
- Provide Cost Analysis for Public Policy Discussions

Regional Marketplace Analysis

- Conduct research in regional marketplace to determine if there are needs that UPO can address
- Coordinate gap analysis with existing Community Action Network
- Identify resources in the region to address needs

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
- Recommend new human and community development approaches
- Explore and recommend fee for services approaches for Organization

Support Resource Development

- Provide oversight to the organization's grant development unit
- Oversee post award analysis of the strengths and weaknesses of applications
- Ensure that UPO maintains an active status in state and federal government grant submission data bases
- Collaborate with the UPO Program offices responding to data needs for funding and program development

MINIMUM QUALIFICATIONS:

Bachelor's degree 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* in the collective bargaining unit of the CWA Union.

To be considered for this position:

**Submit your resume to upojobs@upo.org or fax your resume to
202/319-3237.**