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.”

**About this position:**

The United States Congress appropriated $2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

The Executive Leadership Team of UPO is seeking a forward thinking, relatable and experienced problem-solver to manage UPO’s initiatives for the CARES Act Stimulus Project. This is not an administrative position but one that requires the ideal candidate to be capable of project management to ensure the effective internal and external collaboration, implementation and execution of programmatic solutions that adequately respond to the needs of the Washington, DC communities heavily impacted by COVID-19. The final candidate will need to have the right complement of skills, personality, and professionalism in addition to being self-accountable, innovative, and a results-oriented thinker with the ability to support and empower others.

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:** Senior Project Director/ Special Assistant to the CEO  
**DIVISION/OFFICE:** Executive Office, CARES Stimulus Project  
**BULLETIN No:** 01042020  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** June 10, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Provide CARES Act Stimulus funding project monitoring and management, oversight and assessment of multiple sub-contracts issued to local community-based organizations and UPO divisions. Closely monitor spending and re-program funds to allow for maximum use of resources. Develop and complete monthly quantifiable and qualitative reports to the CEO for approval and provide quarterly reports to the State Community Service Block Grants (CSBG) Office. Supervise a monitoring team, T/A specialists and other support personnel.
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**BRIEF DESCRIPTION:**
Implement a Management by Objective (MBO) Logic Model to outline expected outcomes and identify roles of all staff. Analyze proposed outcomes for each grant or content area and establish time frames and methods for measuring progress. Assess the readiness and capability of all applicants for funding. Provide for onsite monitoring and technical assistance to funded activities. Provide for the programmatic reporting for all funding sources. Provide supervision and assessment of employees assigned to this project. Develop monthly programmatic and fiscal reporting requirements for funded projects. Review, analyze and approve monthly reports. Procure, secure and maintain an active listing of inventory acquired with Stimulus funding. Develop and implement a system for vendor and customer feedback.

**MINIMUM QUALIFICATIONS:**
Bachelor's degree in nonprofit management or a related field. Minimum four (4) years of management/business experience in private, nonprofit environment. Can combine private sector and private nonprofit sector experience to meet this requirement. Previous experience supervising staff, managing budgets and analyzing/assessing outcomes required. Must have a valid driver's license and be comfortable driving in Washington, DC.

Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Ability to communicate effectively in writing and orally. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Able to work some evenings and weekends.

**DESIRED QUALIFICATIONS:**
Master's degree with a concentration in Business and a Project Management Professional (PMP) certification highly desired. At least 10 years of progressive experience in project management. Ability to respond to tight deadlines, manage multiple responsibilities under the pressure of short term project management and respond to the urgent nature of funding and multiple levels of oversight.

**OTHER REQUIREMENTS:**
In the event that an offer is extended, the selected 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.*

*This position is funded by the CARES Stimulus project and will end 9/30/2022.*

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.**

To be considered for this position:
Submit your cover letter and resume to upojobs@upo.org or fax your cover letter and resume to 202/319-3237.