

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, Office of Business Management and Development
DIVISION/OFFICE: Office of Business Management and Development
BULLETIN No: 11072022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: July 8, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Assess and develop identified UPO programs and services for social enterprise opportunities to grow funding for future organizational program support and development. Provide for the management of the Fixed Asset Portfolio of the corporation.

BRIEF DESCRIPTION:

Business Development:

Develop in-depth knowledge of UPO offerings to identify profitable business/social enterprise opportunities. Research emerging trends and recommend social enterprise opportunities in line with UPO’s strategic growth plan. Develop and/or oversee development of business models and business plans for social enterprise opportunities. Review and negotiate contracts in collaboration with the Office of General Counsel. Guide project development, launch an implementation of new ventures. Direct public information efforts by presenting market research to communications team to develop or expand market outreach. Provide for oversight & financial analysis of UPO earned income ventures. Develop and manage strategic partnerships to grow business. Present potential business opportunities in support of the organizational mission to executive management, the board, company executives and senior management team. Build solid relationships with customers, staff, and the business community. Collaborate effectively with internal Affordable Housing and Legal Office in shepherding the company’s emerging foray into affordable housing. Collaborate effectively with Program Operations for strategic development of social enterprise opportunities.

Compliance: Collaborate with General Counsel to ensure appropriate levels of coverage to mitigate risk & losses.

Housing: Provide assistance for the overall property management of 5 apartment units to ensure conditions support appreciating values. Assist with securing & maintaining leases for all properties occupied.

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MINIMUM QUALIFICATIONS:

Bachelor's degree in business, finance, accounting or real estate. At least 7 years of experience at a senior management level. Requires strong problem solving, critical thinking, and project management skills. Ability to communicate effectively in writing and orally required.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Master's degree in finance, management, administration or a related field; or possess a bachelor's degree with 10 years of experience related to the above duties and responsibilities. Advanced decision making and problem-solving skills, experience delivering presentations, and demonstrated project management experience strongly desired.

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.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees.**

ALL VISITORS TO UPO FACILITIES:

**Must Wear a Mask While on UPO Premises;
Must Practice Social Distancing; and,
Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your cover letter and resume to the Career Center Online [Apply Here](#)