

Greater Baybrook Alliance
Director of Capital Programs
Position Description

Reports to: Executive Director

Supervises: Capital Projects Manager, Small Business Programs Manager

Status: Full-time, Exempt

ORGANIZATION DESCRIPTION: Greater Baybrook Alliance (GBA) is a community development organization whose mission is to act as a catalyst and conduit for equitable development and reinvestment in the Brooklyn, Brooklyn Park, and Curtis Bay neighborhoods and empower our residents to strengthen the Baybrook community. Guided by the 2016 Greater Baybrook Vision and Action Plan, we develop and implement highly-visible capital improvement projects to drive equitable community revitalization. Examples of this include coordinating public art installations, supporting community-led beautification projects, and rehabilitating formerly vacant or underutilized buildings into thriving community assets. We also have a successful track record of leveraging funding for our partner organizations that provide direct services to the Baybrook community.

POSITION DESCRIPTION: The Director of Capital Programs will be responsible for planning, implementing, and evaluating GBA's portfolio of capital projects and programs to support commercial revitalization, affordable housing development, increased access to public parks and green spaces, environmental justice, and public safety.

The Director will be responsible for implementation of GBA's Baybrook Retail Improvement Grants and Home Buyer Assistance programs. The Director will work closely with the Director of Community Engagement to implement GBA's annual Spruce Up Grant and ongoing Creative Placemaking programs. The Director will also work closely with the Director of Public Safety to implement GBA's Crime Prevention Through Environmental Design (CPTED) program. The Director must demonstrate an understanding of Baltimore City and Anne Arundel County permitting requirements, architectural design standards and theory, the ability to navigate government agencies responsible for project review, and ability to interpret construction documents and specifications.

In addition, the Director will supervise the Capital Projects Manager, who will manage the day-to-day of specific capital projects. The Director will also supervise the Small Business Program Manager and provide guidance and support in efforts to cultivate a Main Street/Merchants Association, develop a Baybrook marketing campaign, and create programming and events along the retail corridors. The Director will also provide technical assistance to Baybrook residents, neighborhood groups, and community associations as they identify and execute community-driven improvement projects to revitalize their communities.

KEY RESPONSIBILITIES:

Understand GBA's various program guidelines and funding sources and verify eligibility of all capital projects

- Work with architects, consultants, contractors, and/or clients to develop and manage program or project budgets, expenditures, and implementation timelines:

- Schedule and facilitate meetings to develop and finalize project priorities and expectations, scopes of work, and timelines with GBA staff, property owners, consultants, contractors, and/or other project stakeholders
- Review and process quotes/estimates, invoices, and payments, confirming accuracy and alignment with established project scope and budget at each phase
- Document and communicate project implementation progress to GBA staff, property owners, residents, and/or other project stakeholders
- Perform field inspections and oversee construction progress through to completion, alerting GBA leadership of any concerns, such as poor work quality, timeline delays, and/or other obstacles to project completion
- Obtain requisite permits, permissions, or approvals whenever required, including but not limited to:
 - Verify, document, and manage permissions such as site control and building access
 - Verify and document vendor/contractor statuses including licensing, bonding, insurance requirements, and good standing with the State of Maryland
 - Prepare and request project reviews from relevant government agencies, such as the Maryland Historical Trust
- Maintain an up-to-date database of properties, property owners, vendors, and contractors related to implementation of major capital projects, in collaboration with the Small Business Programs Manager and Capital Projects Manager
- Support the development of future projects through identification of problem properties, client engagement, budget development, etc.
- Identify additional opportunities for program development
- Anticipate and problem-solve for unexpected construction-related issues
- Prioritize and plan work activities; use time efficiently and develop feasible action plans; meet deadlines and adhere to specific timelines; track multiple processes to meet goals for timeliness.
- Track progress and outcomes of work, report progress to organizational leadership monthly
- Identify professional development opportunities to improve quality of own work; promote and uphold organizational policies and procedures.
- Represent GBA at community revitalization-focused meetings and workgroups; support organization-wide efforts and events as needed (e.g. Main Street Music events, Annual Celebration, etc.)
- Provide content for GBA-related communications and marketing efforts.

QUALIFICATIONS AND SKILLS (REQUIRED):

- High school diploma or appropriate equivalent
- At least 6 years of experience in sub-professional architecture, engineering, construction, construction inspection, project management, or a closely related field showing progressive responsibility; additional qualifying education may be substituted on a year-to-year basis for up to two years
- Experience and strong skills in areas of leadership, management, and supervision (of employees and/or contractors)
- Possession of a valid driver's license equivalent to a non-commercial class "C" license
- Experience and demonstrated skill in overseeing or implementing construction-related projects

- Strong written and oral communication skills
- Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards
- Demonstrated understanding of the importance of team collaboration and working with each team member to their strength
- Ability to solve problems, work independently and adapt to adversity
- Ability to learn new computer-based programs and systems; proficiency with GoogleWorkspace applications including Google Drive, Docs, Sheets, Gmail, and Google Calendar required

QUALIFICATIONS AND SKILLS (STRONGLY PREFERRED):

- Passion for community-driven neighborhood revitalization; ability to engage and foster relationships with the community, public agencies, and nonprofit partners
- Experience implementing creative placemaking projects with community members
- Undergraduate degree
- Spanish fluency
- Experience with Airtable or other database software

WORK SCHEDULE & LOCATION: This is a full-time position and requires presence in the community. GBA offers a hybrid work schedule as appropriate.

COMPENSATION: Salary and benefits are reflective of the candidate's qualifications and experience. Director-level positions at GBA are compensated at \$78,000 - \$83,550 FTE. Benefits include 20 days of Paid Time Off, medical and dental insurance, and retirement plan.

APPLICATION: Interested applicants should submit (1) cover letter; (2) resume; and (3) work sample to Meredith Chaiken, Executive Director, at apply@greaterbaybrookalliance.org. Please include 'Director of Capital Programs' in the subject line.