



Engaging Campuses in Communities

Position Title

Assistant Director for Programs and Communications

Status

Full-time, 12-month exempt position

About Transform Mid-Atlantic

Transform Mid-Atlantic (TMA) is a convener, a connector, and a collaborator. It brings together institutions of higher education with civic organizations and students to impact change in the areas of global citizenship and justice, equity, diversity, and inclusion. By facilitating programs, initiatives, grant opportunities, national advocacy efforts, hands-on service-learning, thought leadership, and sharing of best practices, TMA supports grassroots change that resonates at every level and inspires the next generation of leaders, scholars, global citizens, and advocates. Partner institutions include public, private, 2-year, 4-year, HBCU, and MSI colleges and universities throughout Maryland, the District of Columbia, and Delaware. TMA is a 501c3 non-profit organization headquartered at Hood College in Frederick, Maryland, and is recognized nationally for being accredited for “Standards for Excellence” through Maryland Nonprofits.

Position Overview

The Assistant Director for Programs and Communications works closely with the entire TMA team to provide the highest level of service to all stakeholders – including but not limited to administrators, faculty, students, corporate and community partners, donors, and government agencies. By coordinating institutes, workshops, conferences, retreats, working groups, and grant administration, the Assistant Director is a key player in implementing the organization’s strategic plan and telling the organization’s story to internal and external stakeholders and partners. The Assistant Director will support the vision and mission of TMA and work to promote social justice, sustainability, and partnerships within the higher education community. This position requires a self-motivated individual who is highly organized, with excellent judgment for managing competing priorities and multiple program timelines effectively. Due to the dynamic nature of the organization, this position requires an exceptionally high level of organization, flexibility, follow-through, and written and verbal communication skills. The Assistant Director reports to the Executive Director and Associate Director and is a full time, 40 hours per week position.

Required Qualifications

The successful candidate will have a bachelor’s degree in a related field and a minimum of 3-5 years of experience in coordinating and managing events and programs (in higher education or the non-profit sector), and proven excellence in the following areas:

- Organization and management of events, projects, and programs
- Excellent independent and collaborative time- and project- management skills
- Professional communication abilities, both written and verbal
- Relationship building skills with colleagues in TMA membership, and team-members
- Taking initiative and problem-solving
- Demonstrating deep commitment for organizational values, civic engagement, community development, and equity
- Capacity to synthesize complex data and translate information to diverse constituents

- Approaching new tasks with flexibility, enthusiasm, curiosity, and growth mind-set of a life-long learner
- Proficiency with Microsoft Office, WordPress, CRM database, Salsa Labs, and Publisher/InDesign
- Availability for in-region travel (MD, DC, DE) and national travel up to ~30 days a year
- Personal transportation for campus/site visits, including current driver's license and insurance required
- Physical ability to regularly lift twenty-five pounds

Preferred Characteristics and Qualifications

Knowledge of and experience with civic and community engagement, with a background in:

- Non-profit communications and marketing, or relevant experience
- Working with cultures of higher education and small, non-profit organizations
- Advancing equity through service-learning, community-based learning and development
- Program assessment, evaluation, and analysis
- Sense of humor and personal orientation toward supporting the development and growth of others
- Master's degree in non-profit management, education, or related field

Essential Job Responsibilities

The primary responsibility of the Assistant Director is to work closely with the TMA team in mobilizing the collective commitment and capacity of higher education to actively advance communities through civic and community engagement. The Assistant Director is responsible for advancing the TMA mission as they:

- **Coordinate Programs and Events (50%)**
 - Develop and coordinate programs (including events) such as:
 - Annual Presidents' Institute or Convening, and Biennial Regional Conference
 - Faculty and Practitioners' Institutes, Webinars, Workshops, and Retreats
 - Student Engagement and/or "Education Days" with Delegates/Legislators
 - Annual Service-Learning and Civic Engagement (SLCE) Conference
 - Engage TMA partners and members in program planning committees; identify and manage speakers; recruit volunteers; manage event budget; event marketing and logistics; manage registration and participation; and evaluate program effectiveness
 - Administer Mini-Grant program for Faculty; Annual Awards Program; Annual Survey for membership/partner institutions; and Annual "Model Programs" publication
- **Manage Communications and Share Stories of Impact (20%)**
 - Coordinate communications for TMA
 - Develop and edit regular newsletters, social media, and press releases
 - Coordinate communication with members and external entities
 - Prepare Annual Report
 - Maintain website updates regarding programs, communications, and membership
 - Update TMA's database with regard to membership, events, and communications
 - Develop compelling stories communicating organization's collective impact that are authentic and bring dignity to those whose stories we are sharing
 - Analyze and share data with members supporting increased impact that considers context, history, and equity of service region, institutions, and organization
 - Assist with Transform Mid-Atlantic AmeriCorps VISTA grant to collect and share stories of impact
- **Membership Engagement (20%)**
 - Engage organization's partners to actively participate in and develop relevant programming
 - Facilitate / Staff Taskforces, Committees, Working Groups – tracking deadlines and deliverables
 - Connect with partners to identify new topics of critical relevance for programmatic offerings
 - Represent TMA with partner institutions and at external events
 - Serve on conference planning committees for partner organizations
- **Supervise Interns and Support Fund Development (10%):**

- Recruit and supervise part-time interns, graduate assistants, volunteers, and federal work study students assisting with programs and communications projects
- Contribute to grant-writing to support capacity of existing and new programs and initiatives
- Assist in organizational effort to diversify funding streams and increase fund-development
- Other duties as assigned

Other Skills, Abilities, and Qualities Sought:

- Emotional intelligence and flexibility to accommodate a variety of workstyles, maintaining a positive, pleasant, professional attitude, service orientation, and discretion at all times
- Reliability to work independently with minimal supervision, managing multiple responsibilities efficiently, and completing tasks on time
- Ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies
- Demonstrated ability to support others with humility, willingness to assist, listening to learn, and, simply, kindness
- Proficiency in Spanish

Salary and Benefits

Salary range is \$50,000-\$60,000 commensurate with education and experience. TMA offers outstanding benefits (including health insurance, retirement, vacation, and flexible time-off), plus travel reimbursements.

Office Location

The TMA office is located on the Hood College campus in Frederick, Maryland. Staff have flexibility to work remotely up to two days per week.

Diversity and Accommodations

Candidates should demonstrate an ability to work in and a commitment to creating a culturally diverse environment and to contribute to the mission of TMA. TMA is dedicated to excellence through diversity and provides reasonable accommodations to qualified applicants with disabilities. TMA is an Equal Employment Opportunity employer and does not discriminate against someone because of that person's race, color, religion, sex (including gender identity and sexual orientation), national origin, age, or disability, or any other federally protected group.

To Apply

Qualified candidates for this position are requested to apply electronically by submitting **in one consolidated document a cover letter, resume, salary requirements, and full contact information for three references.**

- The cover letter should be addressed to Mr. Anthony Wagner V, Associate Director.
- The document (in MS Word or PDF format) should be emailed to wagner@transformmidatlantic.org with "ADPC" and your name in all CAPS in the subject line (**Example: ADPC: DORETHA RIVERA**).

All inquiries should be emailed to wagner@transformmidatlantic.org. The successful candidate will be subject to a pre-employment background check. Only qualified candidates will be contacted by TMA. Position open until filled.

Equal Employment Opportunity Statement

Transform Mid-Atlantic is committed to providing equal employment opportunities for all employees and applicants. TMA endorses and will observe its Equal Employment Policy in implementing all employment practices, policies, and procedures. TMA will recruit, hire, promote, and provide services to individuals based on their qualifications. TMA prohibits discrimination based on arbitrary considerations of sex, race, ethnicity, age, color, national origin, religion, disability, sexual orientation, veteran status, or any other legally protected status.