Parks Heights Renaissance, Inc. (PHR) seeks a talented, dynamic, and experienced **Chief Operating Officer (COO)** to provide executive leadership, management and oversight of operations and programmatic services.

Park Heights is a 1,500 acre community in Northwest Baltimore and represents the largest urban renewal project in the State of MD. It comprises 12 neighborhoods, 80 places of worship, a diverse business community, four public schools and approximately 30,000 residents.

PHR is a non-profit 501(c) (3) organization representing residents, businesses, religious institutions, schools, agencies and other stakeholders committed to shaping a better future for Park Heights. PHR was derived as a recommendation from the Park Heights Master Plan with the mission of supporting the community in the implementation of the Master Plan activities, programs, and services.

The **Chief Operating Officer (COO)** is an executive level position responsible for management and oversight of programs and operational functions of the organization. The COO directly manages the following program areas: Safe Streets, Education, Community/Human Services and Real Estate and Economic Development. The COO will oversee all operational functions that support the programs including finance, office and facilities management, technology, and performance management.

The COO may represent the organization and/or the Executive Director as necessary, and will be responsible for:

**DUTIES AND RESPONSIBILITIES:**

**General Administrative Role**

- Provides direction, guidance, monitoring and supervisory management functions with regards to personnel and program activities.
- Oversees the supervision and administrative functions related to personnel including: hiring, determining workload and delegating assignments, training, monitoring and evaluating performance, initiating corrective or disciplinary actions and such other matters as may be required.
- Within the department creates, manages and oversees the operational procedures in alignment with PHR’s mission, goals and objectives as well as the administrative and fiscal policies and procedures.
- Provide contract and grant compliance such as submitting reports, obtaining appropriate signatures, completing budgeting information.
• Assume primary and appropriate relationships and responsibilities related to funders and financial institutions, as well as regulatory authorities inclusive of contracts, grants, loans and such other tools and instruments as well as the relevant reporting.
• Represent the organization to public officials; attend public hearings and other events as necessary.

Fiscal and Fund Development
• Will oversee fiscal management of the organization, assist the Executive Director in developing, monitoring, managing and revising the Department’s budget as necessary.
• Participate in and coordinate fund development activities, contract management and compliance for the Department in conjunction with the Executive Director.
• Will support research that supports securing grant opportunities and in coordinating appropriate staff in the preparation of proposals and contracts for the Department.
• Oversee and assist personnel with completing and assembling proposals, contract renewal requirements, new contract submissions, RFPs/RFQs, reports and supporting documents.

Community and Economic Development
• Will provide management, oversight and consultation in community development strategies and programs including ensuring effective grant administration of housing and development related grants and loans.
• Provides leadership and guidance on redevelopment plans and strategies, and the components and objectives of the Master Plan.
• Consult, advise and contribute to executive leadership, as well as local and state technical recommendations that contribute to preserving and enhancing the physical and quality of life of the community PHR serves.

Programmatic Development
• Provide strategic planning and goal setting for the Department as well as monitor and supervise the implementation of such plans, programs, projects and such other initiatives.
• Contribute to and oversee the formulation and implementation of appropriate programming to meet the needs of the constituents and community that are consistent with PHR’s mission and goals.
• Consult, advise and provide appropriate and periodic reporting to PHR’s Executive Director with regards to programmatic needs, performance and compliance.

Minimum Qualifications
• The ideal candidate will have a bachelor’s degree, preferably a master’s degree, from an accredited college or university in finance, real estate, urban planning, business, public administration, social work or related fields of study. She/he will have a minimum of ten years of experience in the coordination of community development and/or human services activities and programs, and at least seven years of direct supervisory and management experience.
• She/he must be able to identify performance outcomes and evaluate performance of staff.
• Must have strong finance and supervisory skills and be proficient in establishing and utilizing, coordinating and tracking systems, and conducting program evaluations.
Salary & Benefits

Park Heights Renaissance provides a comprehensive benefits package including Medical, Dental, Vision, Life Insurance, 401(k) with company match, eleven (11) paid holidays and Paid Time Off (PTO).

Salary range of $90,000-$110,000, commensurate with experience.

Limited relocation assistance is available to those living outside of the area; however, PHR will consider applications from individuals planning to move to the Baltimore area.

Application process

To apply, send cover letter, resume, and salary requirements to:

Human Resources  
Park Heights Renaissance Inc.  
3939 Reisterstown Road, suite 268  
Baltimore, MD  21215

For questions, please email at hr@phrmd.org

PHR is an equal opportunity employer and is open to all qualified applicants regardless of race, ethnicity and national origin, age gender, physical ability, sexual orientation, gender identity or religious affiliation.

_____________________________ About Park Heights Renaissance ________________________

Park Heights Renaissance (PHR) is a non-profit community development corporation dedicated to revitalizing Park Heights. The responsibility of PHR is to carry out the Master Plan for the community which was put into place in 2006. PHR works within the community establishing relationships with its residents to improve overall quality of life. At 1,500 acres, the area is the largest redevelopment effort in Maryland history with boundaries of Northern Parkway at the North, Greenspring Avenue to the East, Wabash Avenue to the West and Druid Park Drive to the South.