

## **Job Description**

**Position Title:** Director / Julie Community Center Director

**Reports To:** Board of Directors

**Location:** Baltimore, MD

**Job Type:** Part-time, about 12.5 hours a week

**Salary:** \$24 per hour, annual salary of \$15,057

Opportunity for salary increases as funding permits

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### **Position Summary**

The Director serves as the chief executive of the Julie Community Center, providing leadership, strategic direction, and operational oversight. The Director ensures the Center fulfills its mission to serve individuals and families, particularly those with low to moderate incomes, through programs, services, and partnerships that strengthen community well-being.

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### **Key Responsibilities**

- Provide overall leadership and management of the Center in alignment with its mission, vision, and values.
- Work with the Board of Directors to develop and implement strategic plans, policies, and organizational priorities.
- Oversee development, delivery, and evaluation of programs and services that address identified community needs.
- Support staff and volunteers in delivering high-quality, mission-driven, inclusive, and culturally responsive services.
- Develop and manage the annual operating budget in collaboration with the center's Accountant and provide timely and accurate financial and programmatic reports to the Board.
- Ensure compliance with grant deliverables, contracts, and reporting requirements.
- Lead fundraising initiatives, including grant writing and donor relations.

- Work with the Board to strengthen its role in fundraising and resource development.
  - Partner with the Board in long-term sustainability planning.
  - Build strong relationships with community members, partner organizations, particularly local elementary and middle schools, Baltimore city government, and funders.
  - Identify and address staffing requirements for efficient operations, and maintain a strong work culture that attracts and retains people while driving the organization's mission
  - Recruit, supervise, and evaluate staff and volunteers.
  - Oversee all external communications, including website, marketing collateral, newsletters, and social media
  - Manage day-to-day operations, including technology and building management.
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### **Qualifications**

- Five or more years of leadership/management experience in a nonprofit, social services, or community-based organization.
- Proven experience in fundraising, grant management, and financial oversight.
- Strong strategic planning, program development, and evaluation skills.
- Excellent interpersonal, communication, and public speaking skills.
- Commitment to equity, inclusion, and mission-driven service.
- Bilingual, Spanish-English, desired though not required

### **Preferred skills and qualifications**

- Minimum of 5 years of experience in non-profit management, business, human resources, or something similar.
- Experience in managing budgets and writing grants
- Exceptional verbal, written, and visual communication skills

**How To Apply:** Send a resume to [juliecenterboard@gmail.com](mailto:juliecenterboard@gmail.com)

## **About the Julie Community Center**

### **Overview**

Founded in 1975 by the Sisters of Notre Dame De Namur and incorporated as a 501(c)(3) in 1976. The Julie Community Center is a multi-purpose nonprofit rooted in East Baltimore. Through partnerships with neighbors, schools, community groups, and institutions such as Johns Hopkins, the JCC seeks to address systemic challenges by combining advocacy, education, and direct services.

### **Mission**

The Julie Community Center provides economic, educational, and social opportunities so individuals and families in East Baltimore can improve their well-being and achieve self-sufficiency.

### **Core Programs & Services**

JCC operates a variety of youth, adult, and community programs, including:

- **Youth & enrichment:** After-school programs, summer “Peace Camp,” youth leadership training, and college & career readiness
- **Adult education & workforce:** GED classes and a Child Care Careers Training Program for Spanish-speaking and English students
- **Community outreach & support:** Community outreach, coordination of health resources, food pantry services, community service projects, and collaborations with local schools