



Homeless Children's Playtime Project is Hiring Job Opening: Managing Director

Status: Full-time, exempt employee

Salary: In the \$80,000s, commensurate with experience, plus excellent benefits

Reporting: Executive Director

Location: Columbia Heights office with play programs happening at partner shelter sites throughout DC (Partially remote during COVID-19)

Posted: February 5, 2021

Deadline: Apply by February 28 for best consideration. Early applications encouraged.

About Playtime: Playtime is a nonprofit organization dedicated to helping break the cycle of homelessness by giving children the opportunity to play, heal, and learn. Playtime's volunteer-driven programs cultivate resilience in children experiencing family homelessness by providing and expanding access to transformative play experiences that nurture healthy childhood development. Playtime challenges systemic injustice by advocating for comprehensive, trauma-informed policies and culturally competent programs to reduce the risk of chronic homelessness. We also connect families with critical support services in the community to meet their concrete needs and provide leadership in the advocacy arena. With an annual budget of \$1.1M, Playtime is a financially sound organization on the cusp of growth. Please visit www.playtimeproject.org to learn more.

Position Overview: Playtime is approaching an exciting new chapter as we emerge from pandemic-related direct service shutdowns and implement our 2020-2024 strategic plan to increase our impact. The Managing Director manages internal operations and partners with the Executive Director to provide organizational leadership. Along with the Executive Director, the Managing Director will help lead staff Leadership Team and Executive Team meetings. The Managing Director provides supervision and support to the program team that serves children experiencing homelessness. The Managing Director spearheads a data-driven culture of accountability and teamwork in producing high-quality programs and services with results. In addition to contributing to the organization's strategic goals, the Managing Director oversees Playtime's human resources, provides financial oversight, trains staff and volunteers in key content and internal operations areas, and supports Playtime's resource delivery initiatives. This position can expect to focus 50% on program oversight/management and 50% on operations.

The Managing Director supervises a team that includes the Volunteer Program Manager, several program team members, and several part-time administrative and

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operations staff including the Finance Manager; Operations, Inkind & Special Projects Coordinator; and Family Engagement Coordinator.

Experience, Skills and Qualities: The position of Managing Director will be a challenging and rewarding opportunity that requires a diverse set of skills and experiences to achieve success. The organization is seeking highly qualified candidates that can help manage the organization with focus, skill, and creativity. While we understand that no single candidate can possess every qualification listed below, the following are priority areas for Playtime:

- Passion for Playtime's **mission** and ability to motivate staff, volunteers, families and community/shelter partners towards meeting that mission
- Demonstrated experience with excellent **program management** delivery, including creating and stewarding community and site partnerships and contracts, program implementation and monitoring, and stakeholder feedback
- Ability to shepherd implementation of organization's **strategic plan**, especially taking our service models and internal operations to the next level
- Knowledge of **outcome evaluation** best practices, experience overseeing data collection and analysis, and using data to inform program improvements and story-telling
- Experience **stewarding community partners** and in-kind donors to strengthen the organization's relationships, reach, and impact
- Background in overseeing and strengthening financial systems, creating and monitoring budgets, and ensuring organization-wide compliance with administrative requirements
- Ability to **collaborate with the Executive Director and Board of Directors** through active participation on board committees and assisting the Executive Director to keep the board fully informed on the programs, financial performance, and organizational management via regular reports and metrics
- Update and manage robust **human resources systems**, procedures, and practices to support a diverse staff with job performance measurement and satisfaction
- Arrange a robust schedule of **trainings and professional development** for volunteers and staff alike that include timely and relevant topics, such as cultural competence, measuring impact, trauma-informed responses to challenging behavior, and developmentally appropriate practices

Position Requirements

- At least 8 years of progressive experience in fast-paced non-profits that ideally focus on youth service development, children experiencing homelessness, trauma-informed care or organizational management, for example.

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- Experience fostering a culture of accountability, high performance, and effective internal communication among staff, volunteers and the board of directors.
- Significant business acumen, including managing contract negotiations, IT and finance systems, financial budgeting and reporting, human resources and administrative requirements.
- Well-versed in managing output and outcome evaluation systems and reporting program outcomes that measure Playtime's curriculum and outcome domains.
- History of submitting proposals, managing large grants, and adhering to funder requirements.
- Experience effectively managing staff and small teams without much administrative support, including supervision, performance reviews, policy and procedure development, monitoring, and compliance. Ability to oversee the training of staff and volunteers in the key content areas.
- Proven track-record supporting Executive team in executing the strategic plan of the organization.
- Excellent technology skills, particularly with databases and Office 365.

Compensation: The salary for this role has been budgeted in the \$80,000s, subject to experience and meeting performance objectives. Playtime offers a generous benefits package that includes paid vacation and extra December holiday leave, health, dental and a retirement plan.

To apply: Playtime is an equal opportunity employer that values diversity. Candidates of all backgrounds are encouraged to apply early or by February 28. Please submit a thoughtful cover letter with resume and a one-page writing sample and email to: hire@playtimeproject.org. Start date: March or April 2021

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