

# ***Resilience Authority of Annapolis and Anne Arundel County***

## ***Job Description for Associate Director - Director of Programs (DOP)***

Approved 6/20/2024

### ***Description***

Salary: \$120,000 to \$170,000

Date Posted: August 12, 2024

Date Closing: August 26, 2024

Job Type: Full-Time

Location: Annapolis, MD, USA

### **About Us:**

In July 2021, Anne Arundel County and the City of Annapolis together passed legislation to establish the Country's first multi-jurisdictional climate resilience financing authority. The Resilience Authority of Annapolis and Anne Arundel County was established to accelerate the pace and scale of the infrastructure improvements needed to prepare and adapt our region for the impacts of climate change. The Resilience Authority is governed by a diverse board of directors and led by an executive director. We partner with communities, the City, and the County to identify priority issues and develop a portfolio of projects to mitigate the effects of climate change, including sea level rise, flooding, and excessive heat. We do this by offering a range of strategic financing approaches, leveraging public and private investment, and stimulating demand for resilience infrastructure projects for the general welfare and safety of residents throughout Anne Arundel County and the City of Annapolis.

### **Your Position with the Resilience Authority:**

The Resilience Authority of Annapolis and Anne Arundel County Associate Director or Director of Programs (DOP) will help to facilitate the oversight and coordination of projects and programs needed to prepare and adapt our region for the impacts of climate change. The DOP will coordinate internal and external efforts to implement top priorities as identified in the Resilience Authority's Action Plan. He or she will motivate and guide all project partners to achieve measurable climate adaptation, mitigation and community goals. This individual will also coordinate all efforts to meet deliverables identified in multiple grants and contracts already awarded, in addition to any supplementary grants awarded. He or she will play a key role in communicating how local-level climate ambitions will be realized and will help build engagement when moving forward with implementation actions and activities, including guiding the Authority's long-term climate mitigation and resilience investments. The Director of

Programs reports to the Resilience Authority Director, but also coordinates closely with other staff, the Resilience Authority's Board of Directors and City and County Staff on programs, projects and initiatives. The position is an employee of the Resilience Authority and not an employee of the City of Annapolis or Anne Arundel County, MD.

### ***Duties and Responsibilities***

#### **Program Leadership**

- Works closely with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff and the Resilience Authority's Board of Directors to define and accomplish mission, strategic goals, and objectives as part of the Authority's Action Plan.
- Serves as an integral member of the Resilience Authority's Team to formulate and execute resilience infrastructure development strategies. Designs and executes successful strategies and provides advice and counsel to the Executive Director and the Resilience Authority's Board on critical programs and projects.
- Works with the Resilience Authority Director and the Resilience Authority's Board to implement the Resilience Authority strategic vision and assist in the management of programs and projects to achieve the programmatic goals of the Resilience Authority.
- Works with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff, partners and contractors to ensure the smooth function of programs, initiatives and identify new program opportunities.
- Set goals for the programs, track progress, and innovate as necessary.
- Engages with current external stakeholders and recruit new ones to participate in programs and projects and support the development of revenue streams associated with programs and projects.

#### **Communication Leadership**

- Effectively utilize communication channels to support and amplify the Resilience Authorities programs, events, and overall branding.
- Works with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff and the Resilience Authority Board of

Directors to deliver the creative vision and strategy for marketing the Resilience Authority. Oversee brand design, storytelling, and production.

- Develops strategies and tools to communicate meaningful program information to the Resilience Authority Director and the board to assist them with their oversight, management, and operational responsibilities, including prospective and historical information on program performance.
- Works with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff, advisors, and consultants to develop and communicate information on resilience project performance and impact to external stakeholders, including responding to inquiries from the public and media.
- Develops program reports and documents that effectively communicate programmatic information to the Authority's board, staff, and the public.

#### **Performance Management**

- Works with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff to develop an annual operating budget and capital budget and improvement plan for the board of directors' approval that aligns with the Authority's strategic and long-term financial plans.
- Works with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff to coordinate the process for evaluating and prioritizing proposed projects.
- Consults with the Resilience Authority Director, Resilience Authority Director of Operations and the Chief Financial Officer and other staff to develop useful performance measures that align with Authority's operational and strategic goals and to identify efficiency and productivity-enhancing initiatives.
- Develop work systems and processes that effectively drive productivity. Analyzes program results and presents findings to the Resilience Authority Director and the Resilience Authority Board of Directors.
- Prepare and develop program budgets, track revenue and work with contractors and staff to ensure compliance with adopted program budgets.

### **Program Staff Supervision**

- Coaches and evaluates staff with the objective of developing a workforce committed to administering and achieving programmatic policies, procedures and deliverables.
- Supervises and directs assigned staff; resolves employee concerns and problems; coordinates work, counsels, disciplines, and completes employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work-in-progress and inspects completed work; consults with assigned staff; assists with complex problem situations; identifies training needs and opportunities; and provides technical expertise.

### **Qualifications**

The qualified candidate will have:

- Bachelors or Graduate degree. A degree and/or work experience in finance, environmental science, engineering, law, political science or related field.
- 10+ years of project management experience involving program and project management, strategic development and implementation, grants management and/or administration.
- 5+ years of managerial experience or demonstrated ability to manage a diverse team at a government, business or non-profit organization.
- An outgoing, creative, self-starter that can adapt to a changing environment, handle multiple priorities and personalities, and meet deadlines.
- Excellent writing and verbal skills, attention to detail, and goal oriented.

### **Benefits**

Medical, Dental, Vision, Retirement, Paid Time Off

### **Application**

To be considered for this position, please electronically submit your resume and cover letter, including current salary, by August 26, 2024. Please forward this information to:

Kristina Alexander, Director of Operations  
Resilience Authority of Annapolis & Anne Arundel County  
44 Calvert Street  
Annapolis, Maryland 21401  
[resilienceauthority@aacounty.org](mailto:resilienceauthority@aacounty.org)