Mayor's Office of Neighborhood Safety and Engagement

Position: Associate Director of Finance

Reports to: Chief of Staff

Job Summary

The Baltimore City Mayor's Office of Neighborhood Safety and Engagement is seeking a dynamic and experienced professional to function as the agency's financial expert. A successful applicant will be comfortable managing all aspects of the agency's financial activities including the development, control, and management of the agency's multi-million budget. In addition, successful applicants will also be familiar with grants and grant management.

Key Responsibilities

Fiscal Administration

- Direct the development and preparation of the agency's budget.
- Direct the development, installation and maintenance of financial controls and procedures.
- Exercise control over agency expenditures and direct the preparation of expenditure status reports for use in program administration, planning, budgeting and evaluation.
- Apprise agency director of budget status and partner with agency director to justify and contextualize the agency budget to appropriate City agencies.
- Oversee timely review and payment of invoices and oversee all agency-specific procurement activities.

Grants and Contracts Administration, Development, and Compliance

- Provide oversight and guidance on grant development and grant and contracts administration, including grant writing.
- Review financial aspects of provider proposals, auditing grantees and accounts for distribution of funds.
- Oversee distribution of federal and state grant funds to a minimum of 70 local providers, including funds for capital improvements.

Community Capacity-Building Resource Coordination

- Develop reference materials on budget and grant processes for community-based organizations.
- Develop systems to support funding community-based organizations.
- Develop systems to provide technical assistance to community-based organizations.
- Support development of partnerships aimed at funding community-based organizations.

Qualifications/Skills

- Bachelor's degree from an accredited college or university; and four years of experience in performing budgetary, fiscal, accounting or grant work
- One year of related supervisory responsibilities; ability to assign and review the work of others
- Knowledge of fiscal and budgetary principles and practices
- Knowledge of the principles and practices of grant administration
- Excellent analytical and problem-solving skills ability to establish and maintain effective working relationships with associates, officials and others
- Knowledge and experience with managing federal grants is preferred.
- CPA attainment preferred.
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About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.