



## Job Description

# Youth Development Project Director

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## THE OPPORTUNITY

FirstPic, Inc. is a dynamic consulting firm that offers a wide range of project management consulting services for youth serving non-profits throughout the country, such as Boys & Girls Clubs, Sea Research Foundation, Cal Ripken Sr. Foundation and many others. FirstPic, Inc. seeks a full-time energetic candidate to assist in program administration for a variety of youth development projects. The Youth Development Project positions are a fantastic opportunity for an individual interested in gaining broad exposure to youth development program consulting, working directly with youth program providers and gaining experience in managing federal funding. Located in Gambrills, MD, FirstPic, Inc. provides youth development leaders with the valuable tools and resources that are necessary to serve youth from a variety of backgrounds including Native youth and youth residing in communities of high need.

## RESPONSIBILITIES INCLUDE:

- Work collaboratively with executive and senior management teams to integrate cross program activities and functions.

### Proposal Development:

- Identify funding opportunities for client organizations and business opportunities for FirstPic, Inc.
- Lead grant and contract proposal development including managing FirstPic staff in proposal development.

### Cultivate and manage existing relationships

- Cultivate and manage existing client relationships
- Develop new client relationships

### Project Management

- Serve as the primary point of contact for Youth Development Program clients
- Assist in developing contract scope of services for new or renewing contracts
- Develop or oversee development of project management workplans
- Monitor YDP projects on a regular basis to ensure timeliness and accuracy of deliverables
- Monitor and manage consultants/subcontractors to ensure adherence to assigned deliverables and tasks

- Work with Project Director to monitor project budgets
- As necessary, supplement staff efforts to carry out project tasks and deliverables
- Review project work for accuracy and ensure the greatest measure of quality in all work produced by Youth Development Project team.
- Accountable for the project's success
- Organize, manage and implement trainings conducted by FirstPic staff for client activities
- Identifying and resolving project issues
- Ensuring timely development and submission of all monthly and annual reports
- Identifying potential problems and encourages suggestions to improve the overall performance of the project for customer satisfaction
- Overseeing all outreach activities either by phone or email that are required by project plans or that will improve the quality of services provided by FirstPic

#### Staff/Department Management

- Provide regular support and supervision of Youth Development Program staff
- Recruit, hire and oversee training and orientation of all staff, including temporary and intern staff
- Work with Project Director to strengthen objective performance measurements across all tasks
- Develop and implement strategies that will maximize the synergies among departments

#### **REQUIRED SKILLS:**

- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work
- Take initiative and maintaining a team-orientated approach to work
- Establish and maintain effective relationship with client and youth development practitioners
- Demonstrate high degree of flexibility and adaptability
- Display enthusiasm and commitment, maintain a positive “can-do” attitude
- Have the ability to complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team
- Spend his/her time and the time of others on work that is most critical and relevant to FirstPic, Inc. clients; able to quickly identify most important and pressing tasks, can quickly sense factors that will either help or hinder goal accomplishment; eliminates roadblocks; creates and sustains
- Exhibit excellent interpersonal skills and ability to effectively work with a diverse array of stakeholders both within and outside the United States
- Must be able to work with minimal supervision and manage multiple tasks simultaneously.
- Requires solid problem-solving skills; flexibility, excellent interpersonal
- Must be able to work well with all levels of internal management and staff, as well as outside clients and
- Travel required

## **ADDITIONAL INFORMATION:**

- Bachelors degree required, Masters Degree preferred
- 7-10 years work experience including federal grant compliance, personnel management and youth development work
- Salary commensurate with experience
- Benefits include paid leave, health insurance, 401K and Life Insurance

## **NEXT STEPS**

- Please submit a resume and cover letter (with salary requirements) to [recruitment@firstpic.org](mailto:recruitment@firstpic.org). Please include the job title in the subject line of the email. PDF format preferred.