



## Medical Education Resources Initiative for Teens, Inc.

Baltimore, Maryland  
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### Director of Development and Operations

#### **Organization Overview**

MERIT Health Leadership Academy is a non-profit organization working to ensure that tomorrow's health workforce will mirror the diversity of the communities it serves. MERIT's mission is to educate and empower students from underrepresented backgrounds to become health professionals and change agents who advance equity. In pursuit of this mission, MERIT provides cohorts of scholars Saturday classes throughout the school year, summer internships in hospitals, research laboratories and community health settings, individualized college admissions guidance, and longitudinal mentorship, through high school, college, and beyond. Throughout high school, MERIT Scholars become a family, united by their desire to create equity in health care and more. This year the program will serve almost 300 high school students and alumni. The program has grown rapidly over the past several years because it produces results. Over the past seven years 99% of MERIT Scholars have been accepted to 4-year universities, many with large scholarships. For more information, please visit our website at [www.meritbaltimore.org](http://www.meritbaltimore.org).

#### **Job Summary**

The Director of Development and Operations has primary responsibility for ensuring the smooth and efficient delivery of operating and financial support to the organization, through planning, oversight and management of administrative functions, including Finance as well as through management of MERIT's Development processes. The Director of Development of Operations works in partnership with the Executive Director to understand and address the resource and support needs of all areas of MERIT, and partners to ensure that development and infrastructure support activities are carried out efficiently, effectively, and in compliance with external and internal standards.

#### **Roles and Responsibilities**

##### ***Organizational Support Planning***

- Plan all elements of administrative support and program- and mission- supporting functions, including Finance and Development
- Communicate and coordinate constantly with Executive Director and staff to understand and manage support requirements
- Take lead in developing and implementing operating policies and initiatives that assure the achievement of mission and the stability of the organization with an efficient use of resources
- Prepare budgets for approval by the Executive Director and Board, including planned revenues and expenditures, manage the resources of MERIT and hold self accountable for the control of these resources

##### ***Leadership***

- In conjunction with the Executive Director and Board of Directors, support growth management and strategic planning efforts
- Work collegially and effectively with the Executive Director, staff, and Board of Directors; provide guidance to help them fulfill their responsibilities in formulating policy, financial oversight, fundraising, and assessing MERIT's performance

##### ***Infrastructure Management***

- Identify and manage opportunities to leverage outside vendors in administrative roles, both to minimize resource expenditure and harness expertise

- Evaluate in/outsourced decision on regular basis
- Develop internal capabilities if/when decision to insource operating function(s) is made

### ***Financial Management***

- Ensure financial processes and policies are current, communicated clearly, and followed
- Manage vendor relationships and review all contracts; seek Executive Director approval as necessary
- Manage outsourced bookkeeping team
  - Ensure that team understands MERIT's "business" and priorities
  - Ensure that policies and schedules are adhered to
  - Ensure that work is completed in a timely and accurate manner
- Manage regular financial reporting
  - Establish reporting templates/formats
  - Review draft reports generated by bookkeeper/revise as needed
  - Provide monthly updates and explanations to Executive Director, Treasurer
  - Update report formats to reflect needs of MERIT
- Prepare reports on the state of finances, including annual budget in collaboration with Executive Director, Board Treasurer, Finance Committee and other key staff
- Oversee preparation of annual audit by auditor

### ***Human Resource Management***

- Determine appropriate staffing levels as part of planning process including recruiting and training requirements in partnership with Executive Director and Program Director
  - MERIT Employees
  - Contractors
  - Volunteers
- Organize and lead recruiting efforts for staff, contractors and volunteers (Mentors, Preceptors, others)
  - Manage all vetting activities (compliance, background checks, etc.)
- Ensure HR policies and handbook are up to date, in compliance with state and federal regulations, and provided to staff
- Manage time off tracking process
- Establish and manage payroll for staff and payment for contractors
- Manage targeted vendors including payroll and benefits providers

### ***Resource Development***

- Support the Executive Director and Development Committee in the creation of an annual development plan as a part of the overall operational plan that is aligned with the strategic plan and budget
  - Identify fundraising goals to meet operating plans
  - Collaborate to develop strategies for achieving goals
- Partner with Executive Director on the execution of the Development Plan
  - Identify and develop grant opportunities; leverage staff to complete high quality proposals
  - Ensure that the required reporting (financial and outcomes) is provided to grantors
  - Manage implementation of tiered stewardship programs including Sponsor a Scholar
  - Execute other fundraising campaigns, including annual campaigns and events
    - Engage Board of Directors
    - Manage external resources as needed
  - Create individual stewardship plans for all top donors and board members; coordinate with individuals to support execution of plans
- Create and manage development calendar (events, application and reporting deadlines, campaigns, etc.)
- Manage key donor relationships in partnership with Executive Director

- Manage donor gratitude strategy and process
- Create and manage implementation of other development processes
- Manage donor database; leverage other supports as appropriate
- Track and deposit incoming donations; leverage support as appropriate and ensure consistency with financial records

### ***Board Development and Engagement***

- With support from Board Chair and Executive Director, manage individual engagement meetings with board members
- Collaborate with Board Chair and Executive Director to create Board development plan
- Ensure that Board communications and interactions support and are consistent with Board development and stewardship plans

### **Technical Qualifications**

- Development, Fundraising, and External Partnerships Skills
  - Minimum of four years of experience working in a development, fundraising, and/or external partnerships capacity, required.
  - Excellent writing and verbal communication skills, required.
  - Grant writing experience, preferred.
  - Experience developing and/or implementing individual donor campaigns, preferred.
  - Knowledge of Baltimore and Washington DC funding community, preferred.
- Finance and Human Resources Skills
  - Experience recruiting and managing staff, volunteers, board members, and/or other stakeholders, preferred
  - Comfortability with financial data and processes, required
    - *MERIT has a bookkeeper, auditor, and treasurer in place, so candidate does not have to have experience performing these functions*
- Technology Skills
  - Proficient in basic Microsoft Office Applications: Excel, Word, PowerPoint, required.

### **Additional Qualifications and Personal Characteristics**

- Strive to embody MERIT's core values: Equity, Excellence, Growth, Ownership, and Family
- Demonstrated interest in issues that impact the education and health of under-served communities.
- Adept at managing a dynamic workload to meet deadlines and achieve goals.
- Willingness to develop professional skills and adapt to the organization's changing needs in a self-motivated manner.

### **Location**

Baltimore, MD

### **Compensation**

- \$75,000 - \$80,000
- A comprehensive benefits package is provided including:
  - Health/dental/vision insurance (fully funded by employer)
  - 403(b)-retirement plan with 6% employer matching
  - Paid Time Off including 17-23 flexible days per year in addition to 2-weeks off for winter break and major holidays off.

## **Reporting Mechanisms**

The Director of Development and Operations will report to the Executive Director.

## **How to Apply**

1. Gather together your resume and cover letter. Please save the attachments as *FirstName.LastName.Resume* and *LastName.LastName.CoverLetter*.
2. Your cover letter should highlight: Your relevant experiences across the key functional areas of this role and your interest in MERIT's mission.
3. Apply by filling out the online application: <http://bit.ly/MERIT-Program-Staff-Application>. Indicate the position you are applying for as "Director of Development and Operations" from the application dropdown menu.

## **Hiring Steps:**

1. **Zoom Interview:** If you are selected to proceed to the next step, you will be invited for a short zoom interview.
2. **In-Person Interview:** if you are selected to proceed to this step, a 2-hour in-person interview will be scheduled. You will be asked to provide some work samples in advance of the interview.
3. **Hiring Notification:** You will be notified of a final decision via email.

**Contact:** If you have any questions, please contact our Executive director, Jimmy Tadlock  
[jimmy.tadlock@meritbaltimore.org](mailto:jimmy.tadlock@meritbaltimore.org)