



Job Description

Job Title: CSBG Director

Reports To: CEO

FLSA Status: Exempt

OSHA Category: 3

Summary: Oversees the planning, implementation, and management of programs funded by CSBG. Responsible for ensuring that programs are effective, meet the needs of low-income individuals and families, and comply with all relevant regulations. This involves managing staff, budgets, and community partnerships, as well as developing and implementing community needs assessments to achieve organizational goals.

Essential Duties and Responsibilities:

- Create separate needs assessment for service delivery area every three years for Fayette and Wyoming Counties
- Analyze data from the state data program
- Oversee the delivery of CSBG-funded programs, including budgeting, staffing, and programmatic outcomes.
- Ensure compliance with all relevant federal, state, and local regulations related to the CSBG program.
- Build and maintain relationships with community partners, including local government, community organizations, and businesses.
- Develop and manage the annual operating budget for CSBG programs and ensuring responsible financial stewardship.
- Supervise, mentor, and manage program staff, including hiring, training, and performance management.
- Ensure accurate reporting of program activities and outcomes to funding sources and conducting program evaluations to assess effectiveness.
- Represent the organization and its programs in the community, advocate for the needs of low-income individuals and families.
- Oversee the advisory committee to the board of directors.
- System administrator for LITT.
- Attend ongoing trainings.
- Complete case management as necessary and ensure case managers complete through follow up on consumers.
- Oversee the agency excellence process
- Complete agency and IS report
- Ensure agency compliance with ROMA

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- Oversee the agency ROMA committee
- Complete Agency Organizational Standards
- Complete Agency Risk Management.
- Maintain confidentiality.
- Other duties as assigned.

Supervisory Responsibilities: This position has supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agencies core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill and/or ability required. Some computer skills including knowledge of Microsoft Word, Excel, Power Point and PATH. Excellent telephone and communication skills. Ability to maintain and operate office equipment. Maintain a safe, clean, and functional office work environment. Must have good memory and listening skills.

Education and/or Experience:

Must have an associate's degree or 2 years' experience in nonprofit work.

Must have a valid West Virginia driver's license; clear criminal background with no charges related to child abuse or neglect, domestic abuse or drug abuse; and APS/CPS check. Must be bondable.

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Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Travel within the service delivery area is required. The employee may also be required to travel within and outside of the State of West Virginia. Nontraditional work hours may be required to meet the contractual obligations.

Employee Signature

Date

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