



Natural Born Champions OR Specialist I Job Description

Natural Born Champions Inc. is a community intervention program that aims to provide direct educational and workforce development enrichment resources and services to youth and families in Baltimore, Maryland.

NBC OR Specialist I

Organizational Resource Specialist I

Pay Schedule

Part-time/Paid Bi-weekly

Job Overview

The Organizational Resource (OR) Specialist I reports to the Executive Team and is responsible for connecting all departments within the company by managing daily operations, overseeing grants and financial processes, and ensuring compliance with strategic goals. This is a part-time, 10-month renewable position with a workweek of up to 30 hours.

This advanced-level position builds on the Non-Profit Representative role, integrating grants management, operations, and financial oversight into the core responsibilities. The ideal candidate is highly organized, detail-oriented, and skilled in financial management, compliance, and workflow optimization for a nonprofit setting.

OR Specialist Specific Responsibilities:

- Ensure job descriptions are updated annually or as needed.
- Hire and onboard managers and key staff members.
- Develop Individual Development Plans (IDP) for employees and monitor progress.
- Conduct Annual Performance Appraisals and maintain employee records.
- Develop training programs and update the Employee Handbook as needed.
- Lead recruiting and staffing efforts, working with leadership to identify hiring needs.
- Conduct New Employee Orientation in collaboration with management.
- Facilitate Conflict Resolution between employees or coordinate external mediation.
- Lead efforts to improve organizational culture and work climate.



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Grants & Operations Management

- Research and identify new funding opportunities and partnerships.
- Assist in the development and monitoring of the organization's budget.
- Evaluate, structure, and improve workflows and programs.
- Support teams in identifying and addressing service gaps within NBC.
- Analyze program impact and recommend strategies for improvement.
- Coordinate and manage organizational events and initiatives.
- Conduct performance evaluations across multiple program sites to align staff performance with organizational goals.
- Manage budgets for grant cycles and donor funding to ensure compliance with grant guidelines.
- Assist the Finance Manager with mid-level accounting tasks.
- Oversee and ensure compliance for all grants, including reporting, data tracking, and documentation.
- Attend funder meetings and complete assignments delegated by the Executive Director.
- Lead the recruitment process by posting job openings, screening candidates, and coordinating interviews.

Administrative & Compliance Oversight

- Manage communication, including emails, calls, and scheduling in support of the Executive Director.
- Serve as the primary point of contact for external correspondence when necessary.
- Maintain and organize files, policies, and compliance-related records.
- Provide administrative support for meetings, including agenda preparation and note-taking.
- Lead weekly team meetings, ensuring updates on ongoing projects.
- Oversee inventory management and procurement of necessary supplies.
- Track program attendance using Google Suite and ensure staff compliance.
- Coordinate field trips and transportation for year-round programming.
- Maintain updated partner, contractor, and employee profiles (agreements, contracts, invoices, etc.).



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Compensation

Paid Bi-weekly: \$22/hour

Preferred Skills & Qualifications

Education & Experience

- Associate's or Bachelor's Degree in a relevant field (Required).
- 2+ years of experience in nonprofit administration, human resources, or grants management (Preferred).
- Experience with Microsoft Office & Google Workspace (Required).
- Background in financial management, HR, or nonprofit compliance is a plus.

Technical & Soft Skills

- Associate's or Bachelor's Degree in a relevant field (Required)
- Proficient in Google Suite and Office 365 (Excel, PowerPoint, etc)
- Experienced with QuickBooks for financial tracking and grant management.
- Skilled in Salesforce for nonprofit data tracking
- Strong multi-tasking, time management, and workflow organization skills
- Familiarity with DocuSign, PandaDoc, and Mailchimp for documentation and email marketing
- Ability to work independently and maintain confidentiality of sensitive documents
- Strong verbal and written communication skills
- Punctuality and Interpersonal skills

Schedule

- Monday-Friday 9:00 AM - 3:00pm

Benefits

- *Professional Development & Education Benefits*
- *Occasional Free Luncheons*
- *\$50 Rideshare Stipend*