

## POSITION DESCRIPTION

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### *Deputy Director*

The Deputy Director is responsible for providing operational leadership for the Center for the Inland Bays. Reporting to, and in close collaboration with the Executive Director, the Deputy Director will have oversight of human resources, facilities operations management, procurement, and information technology. The Deputy Director will work to enhance workplace culture, administrative systems, policies, and practices, to ensure responsible growth and sustainability of the organization. Central to this focus is creating a work environment and culture that balances work quality with productivity, values diversity, equity, and inclusion, and effectively manages and develops talent. The Deputy Director will also support cross-program strategic planning efforts led by the Executive Director.

### Preferred Qualifications

- BS/BA in Business Administration or relevant field or equivalent experience.
- Proven experience as Human Resources Manager, Deputy Chief Operating Officer, Operations Officer or similar relevant roles.
- Understanding and management experience in business functions such as Administration, HR, Facilities Management, etc.
- Proven track record in organizational leadership and work with senior leadership and team development.
- Knowledge and/or experience in diversity, equity, and inclusion strategy, principles and organizational implementation.
- Experience working with nonprofit boards of directors.
- Supervisory experience.
- Contract management and negotiation.
- Excellent interpersonal and public speaking skills.
- Aptitude in decision-making and problem-solving.
- Excellent communication skills, strong listener.
- Ability to adapt and act on fast-moving information.
- Proficiency in Microsoft Office and Google Suite.

### Principal Duties and Responsibilities

The Deputy Director will support the internal growth and development of the Center under the guidance of the Executive Director with a focus on internal management of people, systems, and processes including but not limited to the following:

- Drive the effectiveness and efficiency of Center systems and processes. Continually assess and improve processes and systems to support the Center's mission, ensuring the flexibility and agility of business operations as the organization evolves. Identify

changes consistent with the organizational strategy and outline an implementation plan to achieve buy-in across the organization.

- Oversee human resources and establish practices that encourage an inclusive and equitable culture that supports high performance and accountability and serves to attract and retain diverse talent. Cultivate and provide opportunities for rising talent within the organization. Manage human resources activities including, recruitment, onboarding, compensation and benefits including health insurance.
- Develop a professional development system which sets clear expectations, goals, and consequences for performance, and focuses on employee development, performance and equitable pay and rewards.
- Ensure that the people and culture strategies support the organizational objectives and respond to changing priorities and needs. Set clear goals and create a culture celebrating positive change and experimentation, engaging people in a reasoned way. Establish policies that promote Center culture and vision.
- Serve as a bridge between programs, advocacy, development and all the administrative functions, encouraging a culture of collaboration, continuous improvement, and excellence. Encourage open communication and information flow across the organization.
- Ensure the implementation of organizational values that contribute to a collaborative work environment which emphasize teamwork, work quality and work/life balance.
- Maintain the Center's procurement policies in compliance with EPA requirements. Oversee procurement processes in coordination with project managers. Manage and negotiate vendor contracts and relationships with partners/vendors as needed.
- Maintain proper insurance policies for the organization, with oversight from the Executive Director.
- Support cross-program strategic planning and workplanning efforts through development of timelines, milestones, and relevant documents. Support reporting activities for the Center's operating grants.
- Supervise the Administrative Coordinator and Director of Finance. Supervise the Programs and Facilities Manager on facility operation activities.
- Prepare and present reports to the Executive Director and the Board of Directors as requested.
- Perform other duties as assigned.

## Salary Range

\$90,000 - \$110,000; salary is commensurate with experience. The Center offers a competitive benefits package that includes paid vacation days and paid holidays, health insurance (medical, dental, vision), 401(k) with profit sharing, and more. This is an exempt position.

October 2024

## Physical Demands and Work Environment

Work is performed in both an office environment and occasionally in the field. Field assignments may require some physical exertion, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Employee Handbook.

## To Apply

Email resume or CV with cover letter in a single PDF file to [ctulou@inlandbays.org](mailto:ctulou@inlandbays.org). Applications will be accepted until midnight (EST), November 15, 2024.

*The Center for the Inland Bays is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

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## Acknowledgment

I have reviewed this position description and I understand all of the listed job duties and responsibilities. I am able to perform these duties and responsibilities. I have discussed any exceptions or training needs with my supervisor. I understand that the Center for the Inland Bays, a non-profit organization that may have variable funding, may need to change my job duties on a temporary or regular basis according to the needs of the organization and changes in funding. I understand that the Center will make every effort to provide written notice to me of such changes. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor and the Executive Director.

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SIGNATURE

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DATE

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PRINTED NAME