



Deputy Director Job Posting

This Deputy Director position will be a key player in this exciting time as we enter our second year as a merged organization. We are building and improving our internal systems and continuing our strategic planning for the next 5 years.

Communities Rise's mission is to foster movements to build power in communities impacted by systemic oppression. To create a more equitable system we pursue cross-sector collaborations and provide capacity building and legal services for community organizations and microenterprises.

- **Cross-Sector Collaborations** - We team up with funders, community organizations and community leaders to co-design, implement, and elevate initiatives for equity, diversity, and inclusion.
- **Capacity Building** – We build capacity in community organizations working in communities impacted by systemic oppression through our nonprofit cohort program, grant writing and fundraising clinics, and technical assistance programs.
- **Legal services and trainings** – We provide legal support to nonprofit organizations and microenterprises on their business legal needs through direct representation, legal clinics and trainings.

Job Purpose

The Deputy Director will serve as a strategic leader to oversee the on-going effectiveness of the organization in achieving our mission in a value-aligned and sustainable manner. Working in close partnership with the Executive Director, the Deputy Director will share responsibility for ensuring the integrity of the organization in operations, programs, and strategic activities, with a focus on supervision of programs and operations staff.

If you are committed and passionate about issues of racial and social justice and want to be a part of enacting change, we'd love to hear from you. We are looking for someone who is excited about an opportunity to be part of building an equitable and humane organizational culture and has strong interest and skills in supporting staff members and creating internal organizational systems for effective and equitable management of operations and programs.

Key areas of your impact and contribution include:

Program Development and Accountability

- Strengthen performance management and evaluation process, measuring progress against organizational goals identified in the strategic plan, guided by and accountable to the voice of the communities we serve.
- In collaboration with the Executive Director, consider the strategic direction and mission of the merged organization and provide leadership in the development, execution, and evaluation of services with lens of racial equity and dismantling of other forms of structural oppression.

- Identify opportunities to strategically and authentically initiate, strengthen, and adjust relationships as related to funders, collaborators, community members, partners, donors, and other supporters.

Staff Management

- Provide on-going oversight and monitoring of Program and Operations staff and ensure that programs are adequately supported by staff, consultants, and volunteers.
 - Current: 9 staff members involved in programming and operations
- Support staff to work collaboratively and effectively internally and externally.
- Support staff in meeting their professional development goals, including managing professional development budget, identifying individual staff goals and supporting staff in creating plans to achieving professional development goals, creating and implementing systems of feedback to and from staff
- In collaboration with the team, help create and maintain an organizational culture that attracts and retains motivated, thoughtful, high-quality staff and volunteers.

Operations Oversight

- Provide financial, activity, and progress reports on programs to the Executive Director and Board of Directors
- In collaboration with the operations team, develop and implement operational plan in alignment with the strategic plan and organizational values.
- Monitor active contracts and ensure that the organization is meeting its deliverables and reporting requirements.

The Deputy Director may be assigned other related duties as our work continues to grow and new opportunities arise. From time to time, this position is also required to work on evenings and weekends.

Key Elements you bring to the team:

Communities Rise is seeking candidates who are self-motivated team players with: 1) a passion for social justice and racial equity; 2) lived and/or professional experience working in and with communities of color; 3) the ability to be creative, flexible, reliable, and collaborative in a dynamic and sometimes stressful environment; 4) the desire to self-reflect, continually grow, and learn from others professionally and personally. Successful candidates for this position will meet the minimum requirements below:

Experience and Qualifications

- 3 years of experience in a leadership role including but not limited to non-profit management, executive decision making, operations, and staff supervision
- Passion for capacity-building work and a deep commitment to developing leadership and organizational capacity to further social justice movement-level work;
- Empathy, cultural humility, and a desire to build authentic relationships in partnership with community,
- Experience working on issues of social justice and race equity that includes the ability to assess power dynamics, resolve conflicts, along with Initiative for learning related to understanding and dismantling institutional racism; promoting anti-racism, and an understanding of oppression

- Experience managing teams, with a collaborative and human approach
- Experience as a lawyer or in the legal field is not required but desirable.
- Have a creative, flexible and adaptive approach to solving problems
- Ability to develop and manage multi-faceted programs, including ability to start where we are at, work toward aspirational goals, and sequence and prioritize tasks.
- Proficient in Microsoft Office (Word, Excel, Outlook, Powerpoint) applications.
- Bring a sense of humor, joy and purpose to the work of Communities Rise.

Compensation & Benefits

This is a full-time, exempt position with a starting salary range of \$75,000-\$90,000 depending on experience.

- Flexible family-friendly work schedules
- Benefits include a medical, vision and dental insurance package, 401k Plan, and monthly stipends for travel and personal phone expenses.
- To support the rest and regeneration of our employees, we offer generous paid time off benefits

Hiring Process & Timeline:

Applications will be considered on a rolling basis until filled, with priority consideration given to applications received by May 27, 2020. Please submit your resume as well as 1-2 paragraphs, in the body of your email, on why you are interested in the Deputy Director position to jobs@communities-rise.org.

Communities Rise is an Equal Opportunity Employer and welcomes and encourages people from communities of color, people with disabilities, indigenous, refugee, immigrant, working class, and/or LGBTQ communities to apply for this position. Communities Rise will provide, excepting any undue hardship, reasonable accommodations for candidates taking part in all aspects of the hiring process.