

Kids' FIRST Center Deputy Director Job Opportunity



Celebrating 20 years serving Lane County

POSITION TITLE: Deputy Director
REPORTS TO: Executive Director
LOCATION: Eugene, Oregon
JOB POSTING DATE: 1.21.2015
DEADLINE TO APPLY: Open Until Filled

Kids' FIRST Center

Mission: Providing intervention and advocacy for children who are victims of, or witnesses to, crime.

Vision: Kids' FIRST Center's Vision is to minimize the trauma inflicted upon children and families of child abuse and neglect through its multidisciplinary intervention, advocacy, support and strong community partnerships.

POSITION OVERVIEW

The Deputy Director position is a significant leadership position for Kids' FIRST Center and will work alongside the Executive Director as an innovative collaborator and partner. The Deputy Director is responsible for enhancing the internal organization and infrastructure necessary for Kids' FIRST Center's continued success and growth. This requires the ability to think broadly and strategically about the Center's work, as well as to be detail oriented and organized about the implementation and structures necessary to move the Center's vision into reality.

The Deputy Director may be charged with the day-to-day management of facilities, grant and contract administration, human resources, information technology and special events functions. The Deputy Director will also support the Executive Director in fundraising and communications. Kids' FIRST Center's organizational culture encourages effectiveness, connectedness and learning.

JOB RESPONSIBILITIES

Organizational Leadership and Development

- Collaborate with Executive Director to pace and drive organization development, including analysis and implementation of priorities, partnerships, and infrastructure needs.
- Integrate operating infrastructure and functions with programmatic efforts, staff, board and partners.
- Serve as a senior-level visionary, mentor, and bridge builder for the organization as a whole.

Fundraising and Communications

- Work with Executive Director to develop and implement fundraising strategies.
- Manage and coordinate foundation, individual, and event fundraising including institutional proposal development and grant reporting.
- Partner with program staff to develop and implement social and new media strategies.
- Build organizational infrastructure to support Kids' FIRST Center's work, including finance, human resources, facilities and technology.

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- Ensure sound fiscal and risk management and contract and legal compliance, including insurance coverage.
- Monitor budget, financial controls, cash, and investments in accordance with Board approved policies.
- Oversee human resource functions and policies and maintain Kids' FIRST Center as a great place to work and grow professionally.
- Supervise staff and consultants as determined.
- Other duties as determined.

QUALIFICATIONS

- Four plus years in management roles including staff supervision, human resources, fundraising, finance, and/or operations in a social justice/social service nonprofit context.
- Commitment to the mission, values, aspirations of Kids' FIRST Center.
- Experience and cultural competence working in a social justice context.
- Proven ability to implement vision, think strategically, creatively problem solve, exercise good judgment and lead change.
- Facilitative and collaborative leadership style.
- Proven ability to work in a team and build working partnerships. Can flexibly share leadership and build consensus.
- When necessary, can take initiative and make difficult decisions.
- Success supervising and mentoring staff and supporting professional and leadership development.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Proven ability to effectively facilitate a variety of professional development experiences to a variety of audiences.
- Respect for confidential information and the privacy of those the Center serves.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.
- Evidence of continuing *personal* professional growth opportunities.
- Ability to work flexible hours and travel.
- Bachelor's degree or equivalent work experience required.

SALARY & BENEFITS

Benefits and salary will be discussed at time of interview. Salary ranges from \$45,000-\$60,000 depending on experience.

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 frequently required to stand; walk; reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 15 pounds.

WORK ENVIRONMENT

This position is based in an office setting.

HOW TO APPLY

Provide a 1 page cover letter detailing your qualifications for this position along with a resume:

Mail to Kids' FIRST Center
2675 MLK Jr. Blvd
Eugene, OR 97401

Fax to: 541-682-8743 Or e-mail to: Anne.ziller@co.lane.or.us subject line Deputy Director Job Opportunity.