



DEPUTY DIRECTOR

Summary of Position:

The Deputy Director will lead CIELO's operations, and guide the organization to operate more effectively and successfully through its next phase of growth. The Deputy Director will join the Executive Director on the leadership team, and support the ED with programs, administration and strategy. The Deputy Director will be a seasoned leader with a track record of leading organizational growth through operations, programs, and people.

Your Why:

- You deeply value a mission bigger than yourself; an organization rooted in *Trust, Empathy, Innovative, and Accountability*; and, service to under-resourced communities.
- You desire to play a key leadership role within a growing organization focused on impacting people, community, and the economy.
- You possess supreme trust-building abilities with diverse groups of team members, partners, community stakeholders, and clients.
- You have a passion for the entrepreneurial mindset, community empowerment, and social and economic justice.
- You embody the entrepreneurial spirit by excelling in identifying problems, creating opportunities, and taking on the challenge of seeking solutions, all in collaboration with others, to create meaningful social and economic results.

Responsibilities

Leadership

- Provide leadership, guidance and oversight of all programs, projects, daily operations, and data management.
- Serve on the leadership team with the Executive director and assist on essential internal activities:
 - Administrative support in areas such as HR and IT.
 - Financial oversight, including development of budgets and expense monitoring.
 - Strategic thought partnership as we go through a strategic planning process with the Board of Directors; and collaborate with the ED to explore ideas and make decisions.

Operations

- Develop individual and organizational goals, and monitor progress towards them.
- Enhance and manage data, and leverage data to improve effectiveness and efficiencies across the organization.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Be a connecting point across the organization by encouraging: collaboration, efficient use of time, software tools, and involvement of the appropriate stakeholders across initiatives and decisions.
- Support and/or lead strategic cross functional initiatives.



- Facilitate and support team meetings; help set meeting agendas, drive efficient use of time, effective discussion, and actionable follow-through.

Programs

- Lead, motivate, and support program staff and management staff.
- Structure and lead team to provide outstanding value-add to clients and partners, and deliver exemplary customer service.
- Support program staff in the development of educational, training, and coaching program elements, and align resources for successful execution.
- Leverage data to track the progress and success of programs and projects; and to continue enhancing the effectiveness.

Qualifications

Knowledge & Skills

- Proven experience leading organizational operations, programs, and data management.
- Excellent written and oral communication, presentation, and people skills with an ability to balance priorities
- Highly organized with an orientation towards customer service that prioritizes timely, clear, thoughtful, respectful responses to stakeholders from all backgrounds
- Entrepreneurial, self-directed, and able to work within fast-paced environment with minimal supervision
- Data-guided: the ability to make sound decisions by tracking and analyzing data.
- Proficient in CRM (Customer Relationship Management) systems, project management, web-based learning environments, and cloud-based office, such as Google Workspace.
- Commitment to CIELO's mission and to diversity, equity, and inclusion and comfort working with people from all racial, ethnic, and socioeconomic backgrounds

Education & Experience

- 3-5 years of upper-management or executive experience preferred in the areas of operations, programs, and/or data management.
- College degree, or similar experience preferred.
- Values-based individual with a kind, enthusiastic, positive, and curious energy.
- Ability to naturally interact with and respect a diverse group of people.
- Bi-lingual (Spanish and English) preferred

Salary & Benefits

- Salary will range from \$80k-100k, depending on experience
- Benefits include: generous vacation benefits, healthcare, and flexible remote work.

Apply

- If you think this sounds like your next opportunity, please email: info@cielocommunity.org.
- Include "Deputy Director" in the subject line, and attach your resume and cover letter.
- Deadline to apply is September 21, 2022.