



**TITLE:** Deputy Director

**REPORTS TO:** Maria Cadenas, Executive Director

**LOCATION:** Monterey Bay Region, hybrid

**CLASSIFICATION:** Full Time, 40 hours per week

**PAY:** \$75K-\$100K annual salary, based on experience

**BENEFITS:** Health/Vision/Dental insurance, 401(k), Accidental D&D policy

**Please send resume and cover letter to:** [info@sccvonline.org](mailto:info@sccvonline.org). Applications will be reviewed on a rolling basis.

### **About Ventures**

**Our work creates dignity by recognizing, acknowledging, and valuing our community members' leadership in making change happen. Together, we are working towards a shared and prosperous economic future where zip code, race, gender, or immigration status do not dictate income or wealth.**

We work in ways that:

- remove system level barriers to economic equity;
- develop new financial and asset building vehicles;
- lift and leverage the great work already being done;
- are family centered and culturally appropriate; and
- provide family centered leadership development and financial capability.

Our geographic reach encompasses Monterey, San Benito, and Santa Cruz Counties. Ventures is Latina immigrant led organization.

### **About the Role**

The Deputy Director will work with the Executive Director to advance and promote Ventures' work to build a compassionate and equitable local economy that contributes to our communities' well-being. A key member of a values-driven and team-focused leadership team, the Director is responsible for overseeing day-to-day operations, assisting the Executive Director in the development and implementation of programs and policies, and ensuring that the organization meets its goals and objectives. This includes recruiting, management, and the development of team members.

Specific duties and responsibilities may include oversight of operations, including financials and payroll, supervising staff, participating in decision-making, and managing budgets. This position requires strong leadership skills and the ability to work collaboratively with department heads and staff.

The position requires the ability to support programs and projects with a diverse array of stakeholder groups including community leaders, funders, internal staff, and families.



At least five years of program management experience required.

Ventures staff must be able to work independently, under minimum supervision, and act on their own initiative. The ability to communicate and coordinate effectively and support activity will be critical. This job description is intended to describe the general nature of the work performed by employees in this job. It is not an exhaustive list of all the job's responsibilities. At Ventures, all jobs include broad responsibilities for continually improving the processes we use.

### **Regular Duties**

- Ensure an organizational culture that reflects Vision and Mission and wellbeing of staff, including an equitable framework in our work, processes, and structure.
- Provide leadership at all levels throughout the organization, including as a participating member of the management table and strategic tables.
- Develop, align, and implement organizational and program strategies, facilitate cross-functional collaboration, and foster innovation.
- Maintain internal control and safeguards for receipt of revenue, costs, and program budgets and actual expenditures.
- Lead Ventures' leadership in the annual budgeting and planning process; administer and review all financial plans and compare actual results with a view to identify, explain, and correct variances as appropriate.
- Oversee accountant, IT, payroll, and human resources vendors and other areas of responsibility.
- Oversee all financial, project/program and grants accounting; ensure that expenditures are consistently aligned with grant and program budgets throughout the grant/fund period.
- Represent Ventures and hold stakeholder relationships, including with funders, elected officials, community members, and coalition and advocacy work.
- Oversee recruitment, training, and performance evaluation of support staff, ensuring alignment with organizational goals and policies.
- Manage and direct activities of support staff, consultants, and/or volunteers engaged in the implementation and administration of program objectives.
- May lead, guide and train lower-level staff, student employees, volunteers, and/or interns, as appropriate
- Other reasonable duties as assigned by the Executive Director



### **Physical Demands and Work Environment**

The employee is frequently required to drive, walk, and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. The work environment is primarily within an indoor office environment or comparable space (remote work from home, for example), with occasional exposure to outdoor weather when traveling to program sites.

### **Qualifications**

- Believes in Ventures' Vision, Mission, and approach to work. Embodies Ventures' Values.
- Knowledge of equity frameworks, specifically racial and gender equity required.
- Extremely flexible, with a strong work ethic and an entrepreneurial spirit to accommodate a high level of responsibility and multiple priorities.
- Five years of progressive leadership in organizational management or operations.
- Understanding of taxation, payroll, and other fiscal aspects of a nonprofit.
- Detail-oriented with excellent written and verbal communication skills, including presentations.
- Ability to work with internal and external teams, provide excellent facilitation, customer service, conflict resolution, and build strong working relationships with diverse community leaders, institutional partners, peers, and colleagues.
- Strong organizational abilities including project management, planning, evaluation, and program development.
- Ability to take initiative and proactively manage multiple and sometimes competing tasks and projects while satisfactorily meeting deadlines and desired outcomes.
- Solution-focused: able to analyze administrative, financial, and technical problems and recommend effective solutions.
- Experienced and proficient in Microsoft Office (Teams, Outlook, Excel, and PowerPoint) as well as other data management systems and reporting tools. Grants management software experience is a plus.
- Bilingual (English/Spanish), bi-literate, and/or bi-cultural strongly preferred
- Experience in financial capability and asset building strongly preferred
- Ability to travel to local job sites as needed for in-person meetings or project support.