

Deputy Director Job Description Sample

(Operations/Internally Focused)

Position Description

XYZ Nonprofit

Deputy Director

Organization

Founded in 1975, XYZ Nonprofit's mission is...

We do this by...

For more information, please visit www.XYZnonprofit.org.

Position

Reporting to the executive director (ED), the Deputy Director will have both internal and external facing responsibilities, ranging from client and project management (business development, framing of key approaches, high-quality client delivery, written products) to administration (information technology, reporting, facilities), and human capital (HR/recruiting, mentoring, career progression). The Deputy Director will partner closely with the ED to chart XYZ Nonprofit's future growth and strategic response to an ever-increasing demand for the organization's services.

Responsibilities

Project Development, Management, and Client Relations/Management

- Structure and lead teams to deliver outstanding client work.
- Build and maintain strong client relationships; exceptional relationship-builder.
- Represent XYZ Nonprofit in industry-group conferences, professional associations, and other public venues.
- Develop thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications.

Firm Building

Boston

535 Boylston St., 10th Floor
Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

- Partner with the ED in essential internal firm leadership activities (human resources, administration, and organizational planning).
- Manage increasing segments of information technology, human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Mentoring, coaching; visible, approachable sounding board/resource

Qualifications

- 15+ distinguished years in a senior management position in a nonprofit organization, foundation, or government agencies
- Highly intelligent, advanced/MBA degree from a leading university
- Track record delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication and interpersonal skills are essential
- Passionate about XYZ Nonprofit's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Transparent, direct, with substance
- Self-starter, self disciplined
- Spark, imagination, creativity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.