



Currently Accepting Applications

(Resume, Cover Letter and Application required)

*application to be submitted online: <https://cdcac.org/employment/>

*for questions, email employment@cdcac.org

Closing Date: Open until filled

Interviews Scheduled: Beginning September 18, 2023

Hire Date: As soon as possible.

Compensation: \$80,000-\$95,000 annually, plus benefits

Job title	<i>Deputy Director</i>
Job Category	<i>Regular, full-time, exempt</i>
Reports to	<i>Executive Director</i>
Supervises	<i>Department Directors, Administrative Assistant, Receptionist, Volunteer Coordinator and assigned AmeriCorps members, volunteers, interns, and participants in work experience programs</i>

Position Summary

In partnership with the Executive Director (ED), the Deputy Director (DD) has full-time responsibility for the development and day-to-day operations of the organization. The DD will collaborate with the ED to plan, lead, direct, develop, and coordinate the policies, activities, and staff of CDCAC, ensuring legal compliance and implementation of the organization's mission and talent strategy. As deemed necessary, the DD will assume ED responsibilities when ED cannot perform their duties.

Duties and responsibilities

Responsibilities of the Deputy Director include:

- Oversees the agency's daily workflow
- Provides team members with supervision and training as needed
- Collaborates with senior leadership to assess community needs, and leads the team in implementing the organization's goals and strategies
- Conducts research and analysis of organizational trends and compensation, analyzes comparisons and makes recommendations to ensure CDCAC is competitive with the current job market
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs
- Oversees the administration of human resource matters including, but not limited to, compensation, benefits, and leave; recognition, and morale; performance and talent management, job descriptions, productivity; occupational health and safety; training and development; disciplinary matters; disputes and investigations
- Recruits, interviews, hires, and conducts initial training of new team members
- Processes background checks for all agency team members according to various program needs
- Develops and oversees new team member orientation process
- Serves as the main point of contact for agency access, including managing keys and alarm codes

- Develops and oversees time and effort reporting
- Develops and oversees leave request process
- Solicits quotes and reviews product offerings with senior leadership to select suitable, cost effective insurance for the agency and its employees
- Manages new hire reporting and employee benefits
- Creates and maintains personnel and other files according to applicable laws and best practices
- Completes pertinent documentation requests for Employment Security, Labor and Industries, employment verifications, references
- Works directly with department directors to assist them in carrying out their responsibilities on all people-related matters, including employee relations, personnel records, recruitment and selection, , classification and compensation, benefits and leave, accommodations, staff development and discipline in partnership with the Executive Director
- Works directly with department directors to assist them in carrying out their responsibilities with assigned programs, including budget management and achieving outcomes in partnership with the Executive Director
- Develops performance evaluation forms and processes
- Manages team recognition and appreciation to build and maintain excellent workplace culture
- Provides constructive and timely performance evaluations of Department Directors in partnership with the Executive Director
- Handles discipline and termination of employees in accordance with company policy and laws
- Conducts investigations as needed and consults with Executive Director and legal counsel, as appropriate, on personnel matters
- Serves as main point of contact for incidents; manages reporting and response
- Develops and communicates agency emergency plan in partnership with Executive Director
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate policy, practice, and resources changes to upper management.
- Keep the Executive Director informed of program operations, needs and plans
- Assist in planning and organizing staff meetings
- Attend pertinent meetings sponsored by federal, state, and local officials, community organizations and professional groups
- Maintain a positive and cooperative working relationship with other community organizations and professional associations
- Help inform the community of agency goals and objectives, and of available services
- Assist Department Directors in researching potential funding opportunities
- Assist Department Directors, and Executive Director in the development of funding proposals and the funding application process
- Gain knowledge of guidelines and pertinent regulations by funding sources
- Assist with program reviews (monitoring by funders, audits)
- Oversee the development and maintenance of relevant website and social media pages
- Contribute data and relevant information for CSBG reporting in the agency-wide database
- Oversee development and communication of the organization's annual report, organizational chart, etc. as needed
- Performs other duties as required.

Qualifications

Education and experience:

Bachelor's degree in Human Resources Management, Psychology, Business Administration, or related field required; Master's degree is preferred

At least five years of human resource management experience required; SHRM-CP or SHRM-SCP certification is preferred

Required Skills, Abilities, and Knowledge:

- Thorough knowledge of employment-related laws and regulations
- Experience with government reporting (L&I, Employment Security, etc.)
- Experience with time and effort tracking/reporting and knowledge of payroll processing
- Strong supervisory and leadership skills
- Strong interpersonal communication
- Able to communicate effectively, both oral and written
- Effective problem-solving skills
- Able to work independently with high consistency, efficiency and timeliness
- Able to maintain confidentiality
- Able to understand and interpret highly technical material
- Able to establish and maintain effective working relationships with a diverse group of individuals and community organizations.
- Able to work with people from a variety of economic, racial and cultural backgrounds with various lifestyles, disabilities, sexual orientations and ages
- Able to work with volunteers, other partners, and the public in a respectful, professional, and non-judgmental manner
- Able to understand the needs, struggles and concerns of low-income families
- Comfortable speaking in public at events of varying sizes and formats
- Proficient with Microsoft Office Suite and Google products
- Experience with grant writing and fundraising
- Knowledge of non-profit budgeting
- Maintain regular attendance and perform job duties and responsibilities in a satisfactory manner
- Must have and maintain a valid Washington State Driver's License and a good driving record and a reliable personal vehicle to use for agency business (mileage reimbursed)
- Must provide current proof of personal automobile insurance

Preferred Skills, Abilities, and Knowledge:

- Knowledge of Community Action programs
- Experience managing programs of Community Action, or similar programs
- Bilingual in English and Spanish
- Experience in website management, preferably using Word Press

Working conditions

The position is based in an office environment but requires frequent visits to project sites that may involve up to 3 hours of driving each way. There is frequent contact with the public in a variety of conditions, in person and over the phone, indoors and outdoors. Some statewide and national travel, including some air travel, to attend required conferences and meetings is expected. Some evening and weekend work required.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires frequent sitting and standing at a desk to use computers, long periods of driving (up to 3 hours in each direction), occasional travel by air, and moderate lifting (up to 15 pounds.)

Must be able to hear, speak, read and write; ability to exchange accurate information

Needs to move about the office and other locations to access file cabinets, office equipment and supplies

Repetitive motion (keyboard and office equipment); substantial motion of the hands, wrists, fingers

Close visual acuity to perform activities such as preparing documents and viewing computer screens

NOTE: This is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of CDCAC are expected to perform tasks as assigned by supervisory/management personnel regardless of job title or routine job duties.