

## Job Description

**Job title:** Deputy Director  
**Department:** Administration  
**Reports to:** Executive Director  
**Revised:** August 2020  
**FSLA Status:** Exempt

### General Description

Reporting to and in partnership with the Executive Director (ED), the Deputy Director is responsible for the successful mission of Spectrum Community Services.

The **Deputy Director** will manage all aspects of the office: human resources, facilities, and programs. The Development Director reports to and works closely with the Executive Director to create and implement development strategies, long range planning and fundraising that will help Spectrum sustain and grow its operations to fulfill its mission.

### Primary Responsibilities

- Actively work with the ED and leadership team to develop and implement a comprehensive strategic plan to serve the community

#### Human Resources – 40%

- Supervises and motivates the management team and staff by maintaining a respectful work environment that promotes job satisfaction and encourages personal and professional growth.
- Ensures local, state, and federal compliance with employment laws and regulations.
- Recruits, hires, and onboards new staff
- Evaluate, retain, and discipline staff

#### Program Management – 40%

- Work with Program Managers to improve our customer's quality experience, work processes, and efficiencies

#### Development and Fundraising – 20%

- Fully support and actively participate with fundraising initiatives; bring in new opportunities
- Assists in the promotion of the organization and its programs by making public appearances and speaking engagements. Represents the organization to the community at large.
- Participate in all organization special events

- Some evening and weekend duties are required.
- Perform other duties as assigned.

The minimum qualifications, physical demands and work environment characteristics described below are representative of those that must be met or will be encountered by an employee while performing the primary responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

### Qualifications

- Bachelor's degree or 5+ years direct experience. Preferred majors: Business, Sociology or Social Work.
- Experience in development and grant writing
- Excellent communication skills, both written and oral
- Strong organizational and time management skills with exceptional attention to detail

- Excellent computer skills, website, email, spreadsheets, graphics/photos, and social media marketing skills; high level proficiency of donor management software (i.e. Neon, Donor Perfect, Raisers Edge, Sales Force)
- Bilingual/biliterate in (Spanish, Cantonese or Mandarin and English) desirable. Fluency in English required.
- Must have own transportation for use on job, valid California Driver's License, proof of personal automobile insurance and acceptable driving record to our insurance provider.

## Physical Demands

- While performing the duties of this job the employee is regularly required to sit, stand and move from one area to another
- The employee is occasionally required to bend, reach, lift and relocate up to 20 lbs.
- Finger Dexterity for activities such as typing, use of the computer mouse, computer usage, recording money, grasping, repetitive motions
- Vision abilities required include close vision, distance vision and ability to adjust focus

## Work Environment

- The work is performed indoors and outdoors.
- Travel in Alameda County required.
- Noise level varies with sites any may be loud at times.
- The office environment is temperature controlled. Able to withstand extreme temperatures, hot and cold at other locations
- Some work is outdoors; exposed to other motor vehicles.

## General Competencies

### *Interpersonal*

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer

### *Organizational*

- Provide outstanding customer service to all internal and external customers
- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards
- Adhere to company policy and procedure; support Spectrum's goals and values

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities*

*to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.*