



Deputy Director

Job Description | *Full time; Exempt Status*

Our economy grows when a local business thrives. Be a part of the team that makes this happen.

Work virtually, Act locally, Think globally

Job Title: *Deputy Director*
Location: *Fort Bragg or Ukiah*
Hours: *Full-time*
Salary: *Starting at \$80,000 - 85,000/year DOE, Exempt*
Supervisor: *CEO, West Business Development Center*

GENERAL INFORMATION

The West Business Development Center (West Center) provides business technical assistance and economic development services across Mendocino, Lake and Sonoma County and adjacent Tribal Lands. West Center is a 501©3 organization providing no cost one-on-one business counseling, workshops, and training programs to support economic and social empowerment. We advocate with local governments, agencies and financial institutions on behalf of the rural small business owner to support economic development that ensures poverty alleviation, product innovation and economic growth. Our work provides equal access to entrepreneurial resources to all individuals who seek to start or expand their business. We are seeking a highly motivated and organized Deputy Director to join our team and provide leadership to help us achieve our mission of supporting small business development and economic growth in our rural region.

POSITION SUMMARY:

Our non-profit organization, focused on business and economic development in a rural region, is seeking a highly skilled Deputy Director to oversee our day-to-day operations and strategic planning. As the Deputy Director, you will be part of the executive team to develop and implement initiatives that drive growth, improve organizational efficiency, and impact the economy. This position assumes responsibility for the organization in the absence of the CEO. They will manage 1 -2 staff members and contracted services for finance and marketing. The Deputy Director will partner closely with the CEO, the Board of Directors and staff to determine strategies to best chart West Center's nonprofit's future growth and strategic responses to an ever-increasing demand for the organization's services. If you are a results-driven leader with a track record of success in non-profit management and business development, we encourage you to apply.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Strategy, Programs & Services

- Works closely with the CEO to develop and implement the strategic plan of the organization.
- Work with CEO and the Board to develop and implement a strategy to expand West Center's Economic Development services
- Work with Board and staff to implement a comprehensive DEI strategy, with involvement from the executive team, board of directors, and other stakeholders., training, and annual planning retreat
- Develop and maintain cooperative, effective working relationships with all levels of Federal, State and County agencies, public and private organizations, public officials, the media, staff, and the public

Operations & Management

- Provides leadership, direction, and guidance to staff and Board for the operations, activities, and resources of West Center
- Manages staff and contractors for Fiscal oversight including but not limited to streamlining financial and operational activities, development of budgets and expense monitoring.
- Develop and implement policies and procedures to ensure compliance with legal and regulatory requirements for state and federal agencies
- Supervises staff to manage vendor contracts, grant agreements, and state/federal agreements. Ensure compliance with federal procurement standards when applicable.
- Oversee and ensure accuracy of payroll, employee benefits, business insurance. Ensure compliance with all labor law and employment practices
- Oversee process for performance evaluations and compensation review. Support recruitment and talent retention strategies
- Manage staff to maintain physical facilities, technology assets, and administrative tasks
- Identify, select, and work with consultants (e.g. legal, financial, HR) to supplement expertise when necessary

Stakeholder Engagement

- Develop and maintain relationships with diverse funding sources, including private foundations, corporate contributors, individual donors, public grantors
- Identifies new business opportunities for the organization in support of its financial goals
- Research, identify, develop, and respond to requests for information related to grant proposals for potential funding partners
- Develop professional and diverse partnerships with private and public entities to meet the organizations long term goals

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge and experience with:

- Virtual meeting software - Zoom, Microsoft Teams, Calendly
- Windows Office Suite including, Outlook, Excel, Word, and PowerPoint
- Google Workspace to schedule work, email, communicate, create reports, and maintain records
- QuickBooks and grant accounting software
- Strategic planning and organizational management
- Grant Writing

Ability to:

- Effectively present information one-on-one or to small groups
- Professionally respond to common inquiries and transfer knowledge to others
- Facilitate meetings
- Research tools to streamline operations
- Independently problem-solve
- Calmly handle competing short- and long-term deadlines
- Organize workload to ensure responsibilities are carried out by staff in a timely manner
- Collaborate with community stakeholders to enhances local business development

REQUIRED QUALIFICATIONS:

Preference will be given to local candidates who demonstrate many of the following:

- Bachelor's degree in a relevant field, such as business administration, non-profit management, public administration, or economic development. Master's degree preferred.
- 5+ years of professional experience in operations and management and/or nonprofit management

- A strategic thinker who understands how operations and finances support the broader mission of the organization
- Experience in non-profit financial management; experience with government contracts, a plus. Knowledge of GAAP and accrual-based accounting practices. Experience with annual audits
- Depth of experience in managing teams, and supporting cross-functional collaboration
- Proven ability to forecast financial models, control expenses while supporting organizational growth
- Experience in revenue development strategies, including earned revenue and/or fundraising strategies
- Strong written and verbal communication skills

DESIRED QUALIFICATIONS

- Experience in Diversity, Equity, and Inclusion strategies
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders from diverse cultures.
- Board Development
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

West Center is an equal opportunity employer and encourages people from all backgrounds to apply. Funding for this program comes primarily from the federal Small Business Administration (SBA), and the California Governor's Office of Economic Development (GO-Biz), along with other state and private grants.

This is a full-time position with competitive compensation and benefits. If you are passionate about business development and making a difference in your local economy, consider applying today.

WORK ENVIRONMENT: This position can be based in either the Fort Bragg or Ukiah office with the understanding there may be regular travel between offices. Evening and weekend work may be required for workshops, meetings, and other West Center programs. Occasional travel for conferences and meetings out of the service area may be required. Regularly sits or stands for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and with the general public, frequently reads and interprets agreements and other documents. Constant sitting in an office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, writing, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials from place to another.

To Apply:

Please send a cover letter and resume to maryanne@westcenter.org. We will review applications on a rolling basis and contact candidates for interviews.