

DEPUTY DIRECTOR

Regular Work Schedule: Full-time Monday-Friday 8:00 a.m. – 4:30 p.m. This may include remote work or time spent in the field; occasional evening/weekend/after-hours work required.

POSITION SUMMARY:

This position reports to the Executive Director and ensures that the administrative functions of the organization are conceptualized and carried out in a manner that enhances the mission, impacts, and outcomes related to providing nutrition and socialization to vulnerable senior citizens and others with mobility challenges. The Deputy Director is included in organization-wide strategic planning and decision-making and has a pulse on both short and long-term operational objectives, as well as a comprehensive view of the strengths, weaknesses, opportunities, and threats experienced by the organization.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. As a member of the executive management team, participate in organization-wide strategic planning and goal setting activities.
2. Work closely with the Executive Director to carry out administrative functions (inclusive of human resources and finance, both in collaboration with external consultants), as well as to support programmatic, operational, development, and marketing functions, as needed.
3. Ensure continuity of key human resources activities, such as recruitment, onboarding, retention, leaves, separation, recordkeeping, and payroll management. Work with HR consultants/vendors to maintain compliance with all applicable employment laws and regulations.
4. Manage relationship with fiscal consultant and other staff to ensure AP/AR continuity, overall financial stability, and related compliance with reporting requirements for governmental grant funding.
5. Direct supervision of 1-2 employees.
6. With Executive Director, foster and build relationships widely in the community by crafting targeted communications, engaging with professional and at community events, providing program updates, and other effective activities.

7. Participate in organization-wide events and initiatives and attend all Board of Directors meetings.
8. Coordinate with other staff as needed to integrate all strategic elements of MOW Yolo work to strengthen organizational impacts and outcomes.
9. Model MOW Yolo core values and organizational culture in all work efforts.

Other Duties and Responsibilities:

1. Perform all other duties as assigned.

QUALIFICATIONS: Experience, Knowledge, Skills and Abilities Required

1. Three+ years of nonprofit or for-profit administration and/or human resources and/or finance experience, or equivalent professional background.
2. Motivated self-starter with proven leadership skills.
3. Strong understanding of and existing relationships within the local communities.
4. Passion and enthusiasm for the mission and work of MOW Yolo that achieves goals by inspiring and motivating co-workers and the community.
5. Able to demonstrate a high level of integrity and strong interpersonal skills that build relationships both internally and externally.
6. Able to understand and analyze technical data and reports and make logical recommendations.
7. Able to be innovative, creative, flexible, adaptable, and highly organized.
8. Able to make decisions and prioritize in a changing environment, anticipate future needs, respond to unanticipated events, and meet deadlines.
9. Able to work positively and effectively with difficult stakeholders (internal and external)
10. Able to work independently with little supervision.
11. Exceptional written, oral, and interpersonal communications skills, as well as engaging presentation skills.
12. Proficient at learning and using electronic systems and databases.
13. Proficient in Microsoft Word and Excel; background using a CRM database is desirable.
14. Willingness to take on new tasks and responsibilities as the position evolves and the organization grows.

Certificates and Licenses:

1. Valid California driver's license and proof of insurance.
2. Proof of COVID-19 vaccination + booster required.

WORKING CONDITIONS / PHYSICAL AND NON-PHYSICAL REQUIREMENTS:

1. This position works in an office environment shared with other staff and volunteers, with frequent interruptions and noise from conversations over the phone or with visitors.
2. This position also may work remotely from a home office occasionally or frequently, as public health orders and other organizational circumstances may dictate.
3. Regularly sit (up to 80%), primarily at desk or in meetings.
4. Regularly lift up to 10 pounds; occasionally up to 20 pounds.
5. Occasionally bend, stoop, kneel, crouch, crawl, climb, and balance.
6. Occasionally engage with activity in the warehouse or at an outdoor event, exposed to the elements.
7. May drive own transportation up to two hours per week, primarily for professional appointments, community outreach, and special events.
8. Frequent repetitive hand motion, grasping and fine hand manipulation up to six hours per day, primarily for keyboarding and handwriting.
9. Speak, hear, and clearly understand face-to-face or over the telephone conversations up to four hours per day.
10. Frequent learning, performing, and following of simple and complex calculations, instructions, and concepts.
11. Frequent analysis of data and information to make logical and relevant judgments and decisions.
12. Frequently works positively, effectively, and efficiently with internal and external customers in person, through video, via email, and over the phone.

Meals on Wheels Yolo County is an Equal Opportunity Employer.