



Deputy Director Job Description

Rebuilding Together Valley of the Sun (RTVOS) is a safe and healthy housing organization dedicated to improving lives and preserving affordable housing. We provide critical repairs and accessibility modifications at no cost to service recipients. Our impact extends beyond the individuals served to revitalize and stabilize vulnerable neighborhoods and communities across the Phoenix metro area.

Our efforts are strengthened by partnerships and collaborations with government agencies, private businesses, skilled craftspeople, civic organizations, churches and community volunteers. Every year, RTVOS brings hundreds of volunteers and corporate sponsors together to preserve affordable housing and rebuild communities. RTVOS mobilizes friends, neighbors and community members, enhancing dignity and pride for all who participate.

Reports to Executive Director

Summary

The Deputy Director plays a critical role in managing Rebuilding Together Valley of the Sun's (RTVOS) community revitalization projects and managing RTVOS's overall operations. This position has diverse responsibilities that include, but are not limited to, project management, marketing and social media, volunteer engagement, data entry and bookkeeping.

Primary Duties

Leadership

- Initiate, organize, facilitate and lead/participate in committees (e.g., marketing, safety, development) comprised of volunteers and board members to create and implement action plans to accomplish RTVOS's mission
- Serve as the primary liaison to Rebuilding Together National
- Lead by example
- Identify and attend ongoing learning opportunities to focus on leadership and management skills including workshops and readings

Organizational Development and Management

Program

- Monitor overall program events and activities and feedback loop to provide timely guidance and direction
- Assure appropriate and timely selection of projects
- Create and track key performance metrics to evaluate impact and effectiveness of programs and implement appropriate improvements
- Introduce, organize and implement new programs in response to the broader needs of the community

- With the Executive Director, develop and manage yearly organizational plan to ensure that primary goals of the overall organization are met, including establishing objectives and goals for all staff
- Establish and administer clear roles and responsibilities for staff
- Meet regularly with staff to provide direction, assistance and support for activities to fulfill RTVOS's mission
- Assist staff in developing and managing individual work plans
- Ensure office setting is a safe and amiable environment, includes celebrating achievements
- Manage daily operations of office and staff

Budget/Finance

- Work with Executive Director to prepare annual budget
- Ensure sound accounting practices and assist with audit
- Oversee bookkeeping and financial reporting.
- Manage cash flow to meet or exceed key performance indicators to ensure the financial health of the organization
- Work with philanthropy staff to prepare and implement annual development plan, including short- and long-term funding strategies
- Identify grant opportunities, secure grants and ensure adherence to reporting requirements
- Identify and establish mutually beneficial partnerships
- Develop and steward donor relationships

Public Relations/Marketing

- Work with Executive Director and philanthropy staff to develop annual marketing plan that reflects the annual goals of the organization
- Oversee creation and distribution of all public relations materials ensuring quality, accuracy and alignment with mission
- Oversee production of events, which may include corporate teambuilding events, trainings, National Rebuilding Day, volunteer appreciation events and fundraising events
- Increase community awareness of RTVOS

Board Relations

- Works collaboratively with the Executive Director on board agenda topics and leads production of meeting agendas
- Promote a collaborative approach to achieving organizational goals
- Serve as a resource for training committee members and volunteers on their roles and responsibilities
- Assist in the overall operations of all committees
- Provide access to equipment and materials needed to accomplish tasks
- Support committees in the process of volunteer recruitment.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate successful organizational management and execution of business plans and budgets
- Proven ability to manage a diverse team of staff members and volunteers, including dedication to understanding and working with diverse work and learning styles
- Understanding of nonprofit sector, preferably renovation and repair services and working with seniors
- Prior experience in construction helpful
- Proven ability to work with a diverse volunteer, donor, sponsor and public agency pool
- Proven ability to work in a fast-paced, open and team-oriented environment with fluctuating demands from numerous sources (e.g., clients, volunteers, staff, donors, sponsors, public agencies and media)
- Strong written and oral skills
- Knowledge of, or ability to quickly grasp, the Phoenix metro area, its neighborhoods and services
- Excellent interpersonal skills and relationship follow-through
- Proven track record to identify and open doors to new fundraising opportunities
- Successful track record partnering with local municipal and related agencies to craft, create and deliver successful outcomes

REQUIREMENTS

- A proven track record in fundraising for a nonprofit agency
- Superior knowledge of, and proven abilities at, bookkeeping
- Direct supervision experience and experience in nonprofit program development
- Solid computer literacy in Word, Excel, Outlook, and Quickbooks
- Working knowledge of Salesforce a plus
- Ability to work with a flexible schedule, including some late nights and weekends
- Commitment to serving low-income communities
- Education: BA or equivalent experience