



Job Description

June 2024

Position: Deputy Director
Status: 1.0 FTE, Exempt
Salary Range: \$104,000 - \$120,000

Established in 1963 and successfully serving the entire county, the Contra Costa Crisis Center's mission is *to keep people safe and alive and to connect them to culturally relevant services*. Core programs include 24:7 Crisis Line and 211 Information & Referral services.

The Deputy Director is the organization's deputy leader in the absence of the Executive Director. They assist the Executive Director in overseeing all aspects of the agency.

Responsibilities include:

1. Support the Executive Director in the operations of agency;
2. Oversight of agency finances, operations and human resources;
3. As directed, lead and plan project-based efforts;
4. Collaborate with management team to develop goals and objectives;
5. Maintain and ensure that all policy manuals, such as operational, program, emergency response, fiscal, and human resources manuals are current and comply with federal and state law.
6. Other duties as assigned by the Executive Director.

Experience Required:

1. A minimum of five years' prior experience as an executive level manager of a social services nonprofit or similar program(s) with a budget of \$1 million or more;
2. Fiscal and budgeting experience;
3. Social Services programs experience;
4. Experience working closely with a board of directors or executive committee;

Skills Required:

1. Outstanding interpersonal communications skills, including the ability to speak well in public, write effectively for a variety of audiences, and to engage across differences in race, ethnicity, class and education;
2. Well-developed business management skills including budgeting, operational planning, facilities and technology planning and oversight, and human resources development;
3. Demonstrated skill in building collaborative, successful teams;

Knowledge Required:

1. Understanding of nonprofit accounting practices and comfort working with multiple income streams to achieve financial sustainability;
2. Background and training in team management; human resources best practices in hiring, managing and retention;
3. Training in cultural competency, inclusion.
4. Computer/software/database literacy;
5. Excellent written and verbal communication skills; experience and demonstrated ability to work with racially, culturally, and economically diverse populations.
6. Commitment to personal accountability, and active participation in team building and the maintenance of a healthy work community;
7. Commitment to eliminating disparities in service access for all populations;

Other:

1. Valid California Driver's License and access to a working vehicle and current automobile insurance;
2. Ability to clear a criminal background check upon hire.

The Contra Costa Crisis Center is an equal opportunity employer and does not discriminate on the basis ethnicity, race, religion, gender, sexual orientation, or disability. We enthusiastically encourage all qualified applicants to apply.