



Loaves & Fishes of Tompkins County

JOB TITLE: Deputy Director

ACCOUNTABILITY: Reports to Executive Director

JOB SUMMARY: Responsible for the day-to-day operations of the organization; manages all tasks and reporting related to budget, financing, fundraising, and related community outreach; supervises all staff; manages all tasks and reporting related to personnel; assists Board of Directors in implementing and maintaining priorities and policies; works with board committees as needed; works collaboratively with Executive Director.

RESPONSIBILITIES:

Personnel

- Hire, develop, promote, evaluate, and terminate staff in accordance with Board approved policies and procedures.
- Approve staff leaves and requests
- Propose staffing and develop job descriptions
- Develop and recommend salary ranges and increases
- Conduct written annual performance reviews for staff under direct supervision
- Payroll
- Coordinate staff trainings and staff certifications

Budgeting and Funding

- Assist the Finance Committee in developing annual budget. Manage the daily finances of the organization
- Approve expenditures (e.g., equipment, kitchen & office supplies)
- Develop grant applications and proposals.
- Comply with funder reporting requirements
- Works closely with Executive Director and Community Relations Manager regarding fundraising/events/planning
- Annual reporting and certifying (including Retirement, FBST, Health Permit, Worker's Comp and Disability Ins. and St. John's Church)
- Bookkeeping/accounting
- Financial Review/Audit

Program/Office

- Responsible for administration of day-to-day operation of office, free meal program, building & grounds
- Ensure staff compliance with the St. John's Church Jubilee Agreement
- Ensure that necessary reports to Board and funders are prepared and submitted in a timely manner
- Equipment Inspections

Board Relations

- Attend Executive Committee and Board meetings
- Works with board committees as needed
- Interpret, implement, and maintain Board-approved policies
- Assist Board, committees, and staff in program development, defining priorities and strategic planning
- Ensure board meeting minutes and other documents are prepared and distributed to board members
- Develop Board orientation format and materials. Present parts of Board orientation



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Qualifications

- Seasoned leader with 5+ years of senior nonprofit management
- Bachelor's degree or equivalent
- Strong analytical skills and understanding of how operations and finance support the broader mission of the organization
- Must be familiar with nonprofit finance and accounting regulations
- Demonstrated expertise in securing grants and cultivating new funding streams
- Proven track record of success in strategic planning, facilitating progressive organizational change and development
- Superior management skills; ability to influence and engage direct reports and volunteers
- Strong supervising, facilitating, and coaching experience to support a team with diverse levels of expertise and skill sets.
- Ability to ensure accountability and develop staff members
- Knowledge of challenges and needs commonly facing people living in poverty such as being food insecure, unhoused, dealing with mental and physical health challenges, under employment, and major life transitions or crises
- Commitment to cultivating a welcoming organizational culture which includes supporting members of the BIPOC and LGBTQ+ communities and a commitment to upholding anti-racism policies and procedures
- Excellent time-management and communication skills; detail oriented, creative problem solver
- Excellent judgement, self-reliant, team player, strong work ethic, results oriented

Salary and Benefits

- Full-time salary \$48,000 - \$50,000 (Exempt)
- Generous Cafeteria Plan Benefits, including health insurance option
- Vacation, personal time and holidays
- 403 (b) retirement plan

Application Process

Please submit a cover letter and résumé by email to director@loaves.org. Review of applications will continue until a suitable candidate is found.

Loaves & Fishes of Tompkins County is an equal opportunity employer who provides a living wage and is committed to a diverse workforce.