



Job Title:		Deputy Director	
Position Type :		Full-Time Exempt	
Supervisor:		Chief Executive Officer	
Salary Starting Range:	\$65,000 - \$72,075	Salary Full Range:	\$65,000 - \$85,000
Description*			
Job Purpose:			
<p>Reporting to the chief executive officer (CEO) the Deputy Director will have both internal and external facing responsibilities, ranging from project & property management (development of housing purchase opportunities, framing of key approaches to property management, high-quality service delivery) to administration (information technology, reporting, facilities), and human capital (HR/recruiting, mentoring, career progression).</p> <p>The Deputy Director will partner closely with the CEO to chart Homes First’s future growth and strategic response to an ever-increasing demand for the organization’s services.</p>			
Scope:			
<p>The DD enjoys leading human resources and nonprofit operations management and is competent in assuming a wide variety of community advocacy duties. They are a leader and critical thinker, ready to solve problems before they become obstacles.</p> <p>The DD focuses on continual process and operations improvements, oversees daily operations, planning, quality control, safety, and develops and monitors the use of resources. Creates Standard Operating Procedures (SOPs), develops tracking and reporting processes and tools, and develops information flows. They will manage the HR lifecycle - from resource planning, to recruiting, onboarding, performance management and professional development. They actively engage direct reports to develop business goals, track progress toward goals, and increase their effectiveness and efficiency of leaders.</p>			
Primary Duties:			
<p>The primary goal of this position is to help the organization attain objectives of effective operations and employee satisfaction.</p>			
Operations:			
<ol style="list-style-type: none"> 1. Work with the CEO to coordinate and supervise daily operations including representing Homes First in outreach engagements when needed 2. Ensure compliance with regulations and internal policies. 3. Monitor attainment of organizational strategic and operational objectives 4. Assist in budgeting and expense monitoring agency wide 5. Negotiate contracts and make purchases according to policies approved by the Board 6. Monitor Homes First projects and programs in its fiscal, budgetary and personnel operations in a businesslike manner in compliance with all local and regional funders and, where applicable the Federal Department of Housing and Urban Development guidelines 7. Implement the policies of the Board of Directors 			



8. Advocate for increased housing opportunities for low-income residents in the community and the region.
9. Act as designee for CEO as directed.

Talent Management:

1. Assist in developing and implementing plans and goals for each department in support of the mission of Homes First.
2. Maintain Team Handbook.
3. Talent management including staffing responsibilities (hiring, training, evaluating etc.) This may include monitoring staff performance expectations and providing feedback, both formally and informally, utilizing appropriate performance appraisals and disciplinary actions.

Budget & Compliance

1. Monitor the regular books of accounts as prepared by the Finance Coordinator, showing receipts and expenditures, and provide those accounts to the CEO and Treasurer at monthly meetings or as requested by the board.

Leadership Abilities/What You Bring:

Preferred:

1. Bachelor's level degree in nonprofit, organizational development or business leadership and/or management.
2. Two years of affordable housing development.
3. Two years of human resource management.
4. Experience managing the various funding sources and programs with which Homes First works, including but not limited to: HOME, CDBG, CHDO, Department of Commerce, HUD, State of Washington.
5. Knowledge of the local, state and federal laws and regulations governing public subsidized housing programs including budgets, landlord/tenant regulations, leasing of property, evictions.

Minimum:

1. Understand and commit to the Mission and Values of Homes First.
2. Willingness to embrace and promote the Homes First JEDI goals of Justice, Equity, Diversity and Inclusion
3. Three years experience in nonprofit management and leadership practices.
4. Two years' experience supervising/leading a team.
5. High emotional and social intelligence coupled with the ability to build and cultivate internal and external relationships to increase organizational capacity, capabilities, reach, and positive impact.
6. Knowledge of the local, state and federal laws and regulations governing human resources.
7. Experience working with public officials, boards, funding agencies, and people of various socio-economic backgrounds.
8. Proven organizational and leadership skills; proven ability to manage short and long-range strategic and business plans.
9. Proven experience in budget development and monitoring, personnel management, fiscal management and public relations.
10. Transparent and direct oral and written communication skills while exercising tact and diplomacy.



11. Spark, imagination, creativity.
12. Self-starter, self-disciplined.
13. Demonstrate sound work ethics.
14. Maturity, initiative, resourcefulness and an ability to inspire others, creatively problem-solve and work collaboratively with staff and volunteers.
15. Ability to thrive in a small nonprofit and wear multiple hats, as needed.
16. Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations
17. Experience & comfort with developing documents in MSWord Suite, Adobe Professional, and a variety of databases.

Physical Requirements

1. Ability to read, analyze and interpret business documents
2. Ability to communicate via speech, writing and hearing with employees, vendors or members of the business community
3. Ability to travel to different work locations and meeting sites
4. Must be able to stand; walk; reach with hands and arms
5. Frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 30 pounds
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Work Environment

Employee may work in a hybrid manner. Homes First has a busy administrative office with moderate noise as well as a occasional requirements to visit other offices, resident homes, production environments and external partner sites.

Equal Opportunity Employer

Homes First is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.

Please note: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Last Updated: 09.28.22

