



## **JOB DESCRIPTION**

**POSITION:** Deputy Director

**REPORTS TO:** Executive Director

**STATUS:** Full-time/Exempt

**COMPENSATION:** \$65,000-\$80,000

**POSITION SUMMARY:** Playing a critical role on the Capitol Squash team, the Deputy Director will work side-by-side with the Executive Director to hit key development and fundraising goals while managing daily operations, program quality, and organizational infrastructure. The Deputy Director will be a driven self-starter eager to help take a grassroots nonprofit into our next phase of impact by supporting the success, sustainability, and growth of the organization.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Operational Leadership (40%)**

- Streamline, develop and implement policies, procedures, and standard operating procedures for organization
- Create HR systems and lead HR operations: hiring, exiting, policies, etc.
- Prepare, manage and track annual operational budget and program-specific budgets
- Support program management and team culture by partnering with Program Director and overseeing staff
- Track program performance and outcomes to measure progress/impact monthly, quarterly, and annually for internal and external reporting and to inform organizational strategy

### **Development & Communications (30%)**

- Manage grant submissions and manage grant budgets and grant contracts
- Support Executive Director and Board of Directors with development plan including donor cultivation, foundation grants, and marketing/planning
- Support Executive Director in overseeing fundraising events and logistics
- Manage donor administration including donation processing and donor acknowledgment
- Support in creating Development materials including annual report and annual appeal

### **Program Management (30%)**

- Oversee development and implementation of program areas (academics; squash; post-secondary) to ensure excellent quality and rigor
- Identify areas for growth and initiate plans for improvement
- Manage performance review process and oversee hiring of program staff
- Ensure safety and risk management compliance for program
- Oversee program quality and progress toward key performance indicators

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[www.capitolsquash.org](http://www.capitolsquash.org)



## **REQUIRED QUALIFICATIONS**

- At least 4-5 years' experience in operations, administration, development, leadership or logistics
- Experience with grant management and reporting
- Working knowledge of organizational finance and budgetary management
- Demonstrated proficiency in program goal-setting, monitoring, and evaluation
- Independent decision maker with strong leadership, collaboration, and problem-solving skills
- Strong communication and interpersonal skills
- Adept at managing a dynamic workload to meet deadlines and achieve goals.
- Ability to learn new software and systems quickly.
- Must be willing to occasionally drive students in 15 passenger vehicle, have at least 3 years of driving experience and ability to pass background and driver record check

## **PREFERRED QUALIFICATIONS**

- Candidates that value healthy living/fitness/athletics as critical for personal development; Squash knowledge/experience is *\*not\** a requirement to join our team
- Knowledge and/or experience of evaluation practices in the education sector / youth development field
- Experience in Communications including website oversight and newsletter management
- Strong interest in organizational development and team-building
- Passion for the power of sports for youth development
- Experience with Customer Relationship Management software (such as Salesforce)

## **TO APPLY**

Interested and qualified candidates should e-mail a cover letter and current resume to John Madigan, Executive Talent Services, LLC (ETS), at [jmadigan@etshr.com](mailto:jmadigan@etshr.com). Capitol Squash has secured the services and expertise of ETS to perform this search. Review of candidates will begin immediately and continue until the position has been filled.

## **EQUAL OPPORTUNITY EMPLOYER**

*Capitol Squash is committed to building a culturally and racially diverse staff and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*