

North Brevard Charities  
Sharing Center, Inc

Personnel Job Description: Deputy Director

PURPOSE

Reporting to the Executive Director(ED), the Deputy Director will have both internal and external facing responsibilities, ranging from client and project management (business development, framing of key approaches, high-quality client delivery, written products) to administration information technology, reporting, facilities, and human capital(HR/recruiting, mentoring, career progression). The Deputy Director will partner closely with the ED to chart NBCSC Nonprofit's future growth and strategic response to an ever-increasing demand for the organization's services.

RESPONSIBILITIES

Project Development, Management, and Client Relations/Management

- Structure and lead teams to deliver outstanding client achievement
- Build and maintain strong client relationships; exceptional relationship-builder
- Represent NBCSC Nonprofit in Government-group conferences, professional associations, and other public venues.
- Develop thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications
- Partner with the ED in essential internal leadership activities (human resources, administration, and organizational planning.)
- Manage increasing segments of information technology, human resources(recruiting, reviews, staff development/workload balancing, career progression) with related internal communications and budgeting/finance duties
- Identify best practices and improve internal systems with an eye toward future needs and budget realities
- Mentoring, coaching; visible, approachable sounding board/resource
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources
- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants

KNOWLEDGE AND SKILLS

- Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals
- Strong speaking skills
- Strong editing skills
- Attention to detail

- Ability to prioritize while meeting multiple deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Knowledge of familiarity with research techniques for fundraising prospect research
- Strong contributor in team environments

#### QUALIFICATIONS

- Fifteen or more distinguished years in a senior management position in a nonprofit organization, foundation, or government agencies
- Minimum of two years experience with grant writing
- Previous experience with non-profit fundraising
- Minimum of a four (4) year degree from an accredited University
- Track record delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people-junior and senior, for profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding communication and interpersonal skills are essential
- Passionate about NBCSC's Nonprofit's mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Transparent, direct, with substance
- Self-Starter, Self-Disciplined
- Spark, imagination, creativity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations