



**Community Education Group
Job Posting
DEPUTY DIRECTOR**

About the Organization:

Founded and led since 1992 by Executive Director A. Toni Young, CEG’s mission was to address the health, socio-economic, environmental, and systemic challenges facing the Black community by creating and enhancing community and peer-based outreach and service programs. CEG’s mission has since evolved to encompass all underserved communities that are affected by health outcome and health access disparities, including those in rural WV. For nearly 30 years, CEG has provided culturally appropriate direct client support services, organizational TTA, capacity-building assistance, social marketing, media outreach, health promotion, and community-based research and evaluation to address pressing health needs and to create change in regard to achieving health equity.

Today, CEG is leveraging its decades of experience and expertise to adapt and implement successful intervention models on behalf of all underserved and disenfranchised communities, especially those in rural areas, burdened by poorer health outcomes and health access disparities. Alongside the launch of the Rural Health Service Providers Network (RHSPN), a subsidiary partnership with TruEvolution, CEG and RHSPN are committed to ending the HIV, Viral Hepatitis and Substance Use Disorder (SUD) syndemic throughout Appalachia.

Position Summary:

As CEG builds on over three decades of achievements, the Deputy Director will work closely with the Executive Director (ED), and senior management team to meet the organization’s needs as it continues to experience growth and expands to take on additional efforts. Reporting to the Executive Director, the Deputy Director oversees all aspects of CEG's programmatic activity, human resources, information technology, and office operations, including grants administration and events to guarantee seamless coordination, optimal support of programmatic activities, and best practices in human resources and staff support.

<u>Job Location:</u>	West Virginia preferred; Appalachian state a must. If outside of West Virginia or the District of Columbia, residence within close proximity to a major airport with flights to these regions is required. No re-location costs are borne by the agency.
<u>Travel Requirements:</u>	Roughly 30%
<u>Reporting Relationship:</u>	Executive Director
<u>Supervisory Relationship:</u>	Grants Senior Manager, Senior Training & Technical Assistance Manager, RHSPN Membership Manager, Mobile Medical Service Manager, IT and Web Development Specialist, Program Associates and Interns





Agency-Wide Duties and Responsibilities:

- Supports the mission, vision and values of the CEG and the RHSPN
- Complies willingly with all organizational policies and procedures
- Ensures that all internal and external engagements are equitable, inclusive, and accessible
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Cultural humility
 - Maintenance of confidential information
- Communicates appropriate information to their supervisor and other departments in a timely and effective manner.
- Attends twice weekly staff meetings (x8 per month), on time and prepared with requested materials and updates
- Attends weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attends all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attends annual staff retreat (x1 per year)
- Attends at least one virtual or in-person conference (x1 per year)

Position-Specific Duties/Responsibilities:

General Management And Administration:

- Communicate organizational goals and operational plans to all levels of the organization.
- Work with the Executive Director on strategic planning, coordination, and financial management of the organization's programs and projects.
- Work with senior management on financial and administrative operations matters.
- Oversee contract negotiations and maintain accurate records.
- Initiate and oversee risk management for all programmatic activity and legal policies, including procedures and activities, letters of agreement, contracts, etc. to ensure compliance.
- Supervise staff that manage/coordinate IT, operations, grants administration and events.
- Manage the organization in the absence of the Executive Director

Program Management:

- With the Executive Director and other organizational leadership, regularly evaluate the programmatic and policy activities to ensure alignment with the mission and programmatic goals and objectives.
- Serve as a representative of the organization with external stakeholders, including interviews with the press, presentations at conferences, serving on high-level advisory committees, among other public relations duties.
- With the management team, ensure that programmatic and policy work is of the highest quality and integrity.





Grants Management:

- Implement, ensure compliance with, and document accounting policies and procedures and internal control systems.
- Track financial performance of programs and policies to ensure alignment with organizational and grant budgets.
- Conduct monthly review of finances to prepare monthly funder allocations and monthly statements for Board and senior staff.
- Lead a successful annual budget process in coordination with ED and senior management.
- Prepare and provide project budgets and reports as needed to ensure compliance with grants.
- Assist and train directors to support successful oversight of grant and program financials.

Human Resources:

- Train appropriate staff on HR and onboarding practices and oversee the onboarding and release of employees.
- Work with Executive Director and senior management to implement annual performance management process and identify opportunities to improve staff professional development opportunities individually and as an organization.
- Review and revise all procedures, systems and policies on an ongoing basis.
- Ensure that all human resource-related matters are handled appropriately and in compliance with applicable local, state and federal regulations and laws.
- Develop and maintain job postings and descriptions and implement recruitment and retention strategies.

Professional Qualifications:

Required:

- Demonstrated success leading and managing the financial and business operations of a nonprofit organization.
- Minimum of 5+ years of direct work experience in nonprofit administration, finance and budget management; knowledge of GAAP standards and fund accounting.
- Experience as a strategic thought partner with the ability to engage in creative, entrepreneurial thinking and to execute to operationalize strategies and new initiatives.
- Excellent analytical and abstract reasoning skills to translate nonprofit financial information and data into insights and strategic recommendations aligned with organizational vision and mission; ability to measure nonprofit financials and operational performance with numbers and social impact.
- Advanced knowledge and skills in nonprofit finance and accounting and direct experience working with Windows/Office Suite, and QuickBooks required.
- High degree of integrity and dependability, with a strong attention to detail.
- Connection to CEG and RHSPN's mission and programs.





Preferred:

- Proven track record as an impactful negotiator, team player and relationship builder.
- Demonstrated resourcefulness in setting priorities, proposing efficiencies, and guiding investment in people, systems and facilities.
- Experience as a senior manager responsible for HR administration and benefits.
- Excellent supervision and people-management skills and a proven ability to mentor, motivate, and support through inclusive leadership practices and collaborative problem solving; able to maintain professional demeanor in a fast-paced environment.
- Maintain a positive, supportive, cooperative, proactive, can-do attitude in fulfilling the CEG and RHSPN missions.
- Strong written and verbal communications skills.
- Ability to function well under pressure in a fast-paced environment, and work with a small team.
- Bachelor's degree in nonprofit finance, business or related field.

General Skill Requirements:

- Excellent with self-management and communication with fellow-staff and outside coalition partners when traveling or working remotely.
- Excellent oral, written, interpersonal communication, public speaking and presentation skills
- Exemplary ability to manage multiple tasks using independent judgment and discretion
- Ability to work independently and accurately in a high-paced, deadline-oriented environment, particularly while working remotely
- Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision; work remotely without supervisory accompaniment
- Ability to work both remotely and in an open office environment
- Ability to capture values and organizational culture in writing and other communications efforts

Physical and Sensory Requirements:

- Ability to read, write and converse in English
- Ability to communicate efficiently with staff, stakeholders, and vendors
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions





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Compensation and Benefits:

Salary Range: \$65,000 - \$92,000. CEG offers a standard benefits package including paid time off.

How to Apply:

Submit a cover letter, resume and three writing samples. Incomplete submissions will not be considered. Black folks; people residing in or with a history of work in rural areas; people living with HIV, people with lived experience of substance use disorder, and LGBTQ+ people are encouraged to apply. **Initial screening will begin September 10th, 2021** and continue until the position is filled. No phone calls or emails please.

The Community Education Group is an equal opportunity employer. For more information about the Community Education Group visit www.communityeducationgroup.org.

