

CAMP Rehoboth, Inc
Job Description
Job Title: Deputy Director



CAMP Rehoboth is now accepting applications for the Deputy Director position. To apply, you may email a pdf version of your resume and a cover letter to kim@camprehoboth.com Please send materials by January 24, 2024 for best consideration. Application materials will be received until the position is filled.

About CAMP Rehoboth, Inc

CAMP Rehoboth Community Center is dedicated to creating a positive environment inclusive of all sexual orientations and gender identities in Southern Delaware and its related communities. CAMP Rehoboth seeks to promote cooperation and understanding among all people, as we work to build a safer community with room for all.

Summary

The Deputy Director supervises the financial, administrative, and facility operations to support the work of CAMP Rehoboth Community Center. As part of the leadership team, the Deputy Director works in close coordination with the Executive Director to ensure clear and consistent direction of the staff and volunteers. The position reports directly to the Executive Director and is primarily responsible for the oversight of the internal operations of the organization. The CAMP Rehoboth staff culture is one of kindness, respect and humility. We are proud to work as a team to serve the community.

Responsibilities

Strategy and Vision

- Work with the Executive Director to develop and implement policies, procedures, and goals for program operation.
- Articulate the mission and vision of CAMP Rehoboth, Inc. and ensure that all programs, services, and staff work to further this mission, vision, and strategic plan.
- Support and nurture the CAMP Rehoboth staff and volunteer team through honest and constructive feedback, supervision, coaching, care, and transparency.
- Contribute to the development and progress of CAMP Rehoboth's strategic goals and objectives as well as the overall management and daily operation of the organization.
- Promote a culture of high performance and continuous improvement that values a commitment to CAMP Rehoboth's mission and the community it serves.
- Serve as the Executive Director in their absence and as requested.
- Maintain continuous lines of communication, keeping the Executive Director informed of all necessary issues.
- Represent the organization externally as requested.
- Work with the Executive Director to develop and cascade the organization's strategic plan with staff

and implement appropriate coaching or corrective practices to align personnel with organizational goals.

Financial Oversight

- Provide financial oversight for the organization and serve as primary liaison with private accounting firm, auditors, Board Treasurer, and Finance Committee.
- Collaborate with the Executive Director and other leaders on financial planning, budget preparation and adherence, and matters affecting their area of the organization.
- Direct an appropriate system of sound financial policies, internal controls, accounting standards, and procedures.
- Implement and monitor operating budget performance, provide necessary reports and explication to leadership and staff.
- Provide contract and grant management, ensure that the organization remains in compliance with grant requirements, as well as local, state and Federal law and conforms to application and reporting calendars.
- Confirm the securing and placement of required insurances, registrations, certificates, and legal documents.

Human Resources and Supervisory Responsibilities

- Coordinate and develop effective human resource processes.
- Supervise staff and volunteers as requested by the Executive Director.
- Establish and monitor staff performance, develop goals, job descriptions, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals for employees.
- Ensure staff members receive timely and appropriate training and development.
- In partnership with the Executive Director establish staffing levels, knowledge, expectations, and motivation to fulfill organizational requirements and CAMP Rehoboth's mission.

Operations

- Direct the day-to-day operations of CAMP Rehoboth and its facilities.
- Oversee facilities management, equipment, and physical assets.
- Establish and monitor maintenance schedules and required improvements.
- Manage all facility leases and rental agreements, rental and reservation of CAMP Rehoboth spaces, and utilization and maintenance of storage facility and CAMP Rehoboth's vehicle.
- Provide oversight for safety and emergency procedures and protocol including facility and event security plans.
- Support and track event management plans, budgets, and operations.
- Oversee information technology acquisition, distribution, maintenance, and replacement in conjunction with applicable vendors.

Qualifications

- Position is a full-time exempt position.
- Bachelor's degree in business or nonprofit administration or another related field or combined experience of a degree in higher education with 3-5 years of experience in a senior management role with non-profit operations experience gained in a fast-growing organization.

- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Excellent judgment and creative problem-solving skills including negotiation and conflict resolution skills.
- Strong mentoring, coaching experience for a team with diverse levels of expertise
- Entrepreneurial team player who can multitask.
- Superior people management skills with the ability to influence and engage direct and indirect reports and peers.
- Self-reliant, good problem solver, and results oriented.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact the mission.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with the whole team.
- Passion for CAMP Rehoboth Community Center's mission with a knowledge of LGBTQ+ issues, terms, and resources.
- Develop and implement policies and procedures that improve organizational efficiency and effectiveness.
- Be available to work varied hours to facilitate collaboration when staff is working including some evenings and weekends.
- Ability to pass all background checks and screenings.

Benefits

- CAMP Rehoboth offers paid time off of 15 days per year and eight paid holidays;
- Health, hospitalization, dental, vision, short and long-term disability, and life insurance;
- Retirement plan of up to 3% of each full-time employee's annual salary into a SEP IRA retirement plan; employees are eligible to participate in the Retirement Benefits program after one full year of employment;
- Opportunities for professional development available;
- CAMP leadership encourages a healthy work and life balance and supports flexible work opportunities; and
- Salary is \$90,000 a year.

CAMP Rehoboth, Inc is an Equal Opportunity employer and actively seeks to hire and mentor a workforce that reflects the clients and community which CAMP Rehoboth serves.