

Deputy Director

Job summary: The Deputy Director will support Cheyenne River Youth Project's (CRYP) Executive Director in the development and implementation of organizational and programmatic strategic plans, policies, and programs. The Deputy Director will provide leadership and guidance to staff, volunteers and contractors within the context of the various CRYP initiatives. The Deputy Director oversees all aspects of CRYP's internal operations and complements the Executive Director's primary focus of external matters such as fundraising, public relations, and maintaining and expanding partnerships. The Deputy Director will collaborate with the Executive Director to chart CRYP's future growth and strategic response to an ever-increasing demand for the organization's services.

Responsibilities/Duties:

- Manages CRYP in the absence of the Executive Director with direct supervisory over department heads
- Assist with the development and implementation of organizational and programmatic strategic plans and organization budget
- Develop specific program goals, objectives, outcomes, budgets, work plans, timelines and evaluation processes
- Report regularly to Executive Director on implementation of strategic plans and programmatic outcomes
- Communicate with the Executive Director to effectively coordinate and supervise daily operations including staff, programming, and facilities management
- Oversee design, development and implementation of new evaluation and data analysis system
- Conduct grant research and writing; contract with necessary grant writers
- Develop position descriptions; recruit and interview new staff
- Support the ongoing development of CRYP's social enterprise initiatives
- Manage Board of Directors activities such as meetings, minutes and quarterly board reports
- Work with the Executive Director on managing the internal organization; support day-to-day leadership of operations and staff including programs, grants management and fiscal administration
- Provide leadership and direction for staff; serve as a mentor, coach and guide
- Provide support to other departments as needed
- Represent CRYP to the community, funders, key stakeholders, and other partners
- Provide coordination and oversight of all fundraising activities, including corporate, federal, state, tribal and foundation giving; individual and major donor giving; and planned giving
- Provide coordination and oversight for event planning and implementation
- Support program activities including outreach, volunteer coordination and partnership development
- Work with communications contractor in areas of marketing, advertising, media relations, and public relations
- Build and maintain strong community relationships

- Structure and manage teams to deliver outstanding youth work
- Represent the organization at conferences, professional associations and other public venues as requested by the Executive Director
- Provide current and emerging leadership development opportunities for staff
- Share in knowledge dissemination, reporting and communications
- Identify best practices in all areas; improve internal systems with focus towards CRYP's future needs and budget realities
- Ensure compliance with CRYP internal policies and external regulations
- Perform other duties as assigned by the Executive Director

Education and Experience

- At least 3 years' experience in a management position in a nonprofit organization, foundation or government agency (flexible)
- Bachelor's degree required; Bachelor's degree in non-profit management or related preferred
- Proven track record in a leadership role
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Prior experience serving in a youth organization preferred
- Experience working with Native American communities preferred
- Experience in performance and operations management required; with experience in grants management and reporting preferred

Knowledge, Skills, Abilities and Physical Requirements

- Willingness to have a changing and flexible schedule
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds such as youth, elders, and for-profit, nonprofit and tribal leaders
- Operate with excellence in mind in all matters
- Possess outstanding communication and interpersonal skills
- Ability to exercise tact and diplomacy in organizational settings
- Self-starter and self-disciplined
- Possess spark, imagination, and creativity
- Able and willing to serve as a positive role model to area youth
- Have or be able to obtain a South Dakota Driver's License
- Pass a criminal history background check
- Knowledge of relevant regulations and quality standards
- Proficient in MS Office, relational databases and software
- Possess excellent organizational and leadership skills
- Aptitude in problem-solving
- Possess ability to travel occasionally

Job Type: Full-time

Experience:

- relevant: 2 years (Preferred)

Work Location:

- One location

Benefits:

- Health insurance
- Dental insurance
- Retirement plan
- Paid time off
- Professional development assistance

This Job Is Ideal for Someone Who Is:

- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- High stress tolerance -- thrives in a high-pressure environment

Please send your resume and cover letter to julie.cryp@gmail.com.