Deputy Director Job Announcement

**TITLE:** Deputy Director

**LOCATION:** East/North Bay Area, California

**POSITION:** Full-time, Hybrid but must be located in the Bay Area

**DEADLINE:** May 1, 2024

**WHO WE ARE**

Construction Trades Workforce Initiative (CTWI), is the nonprofit partner of the Alameda, Contra Costa and Napa/Solano Building Trades Councils. Founded in 2018, CTWI works to advance economic and social justice for underrepresented populations interested in entering family sustaining, union construction careers by strengthening workforce programs, policies and partnerships. We bridge the gap between organized labor and key community stakeholders through coalition building, pre-apprenticeship development and high road policy initiatives, all aligned around our goal of building the next generation of diverse, local and skilled workers.

**WHAT WE ARE LOOKING FOR**

We are seeking an experienced senior leader to join our team as Deputy Director. This new position will be critical in identifying and operationalizing the infrastructure needed to strengthen our systems and expand our impact, without losing our responsiveness and grounding as a workforce development and policy organization centered around advancing the labor movement.

As a member of a shared leadership team, the deputy director will report to and act as a strategic partner to the Executive Director (ED). Overseeing the Bay Area Team, the Director will closely monitor and participate in CTWI’s annual planning cycle, provide strategic leadership on operations, finance and human resources, and support CTWI’s growth in programs and policies. The successful candidate will be a leader who shares CTWI’s enthusiasm for making change happen through shared leadership and decision making and who thrives working in teams of strategic thinkers.

**WHO YOU WILL BE WORKING WITH**

We are a passionate team of ten people! Our backgrounds range from former educators, engineers, union leaders to community organizers. We are highly collaborative and support each other in achieving programmatic and organizational goals. We believe in unions and the important role they play in creating middle-class careers. We are committed to creating more quality jobs for underserved populations.
YOUR ROLE & RESPONSIBILITIES

The Deputy Director reports to the Executive Director (ED) and is responsible for leading the Bay Area organization, supporting the ED in overseeing all Bay Area staff members. The Deputy Director will ensure alignment, collaboration, and organizational capacity-building amongst the Bay Area staff. This newly created role will provide leadership for the design and development of the next generation of innovative, strategic and values-aligned operational systems to position our work for the challenges and opportunities of a rapidly evolving landscape.

Overview of Position:

The Deputy Director will:

a) Leadership, Strategic Visioning and Guidance

- Manage and supervise the Bay Area regional team within the organization, adapting staffing and structures to align with the evolving requirements of CTWI.
- Provide leadership in developing program, organizational, and financial plans alongside the ED.
- Oversee development and implementation of plans and policies authorized by the ED.
- Represent the organization at key events, including speaking engagements, advocacy for labor friendly policies and programs, authoring articles and op editorials and other highly visible roles in the Bay Area that share CTWI's experience and perspective in the labor movement
- Exemplify CTWI's values and principles by fostering collaborative work, nurturing shared leadership, and promptly making and executing demanding decisions when needed.

b) Planning, Alignment and Collaboration

- Oversee and strengthen cross-team communications by developing systems, practices and structured interactions that facilitate synergy and collaboration.
- Offer practical support in developing strategies for department teams and actively engage in relevant working groups.
- Review and approve the work plans of each strategic initiative in collaboration with department leads.

c) Fundraising and Fund Management

- Work closely with the Executive Director and fundraising team to develop, monitor and execute a strategic plan for fundraising.
- Support the ED with mobilizing resources from public (federal and state) and private (foundations and individual donors) funders.
- Oversee and refine systems to ensure compliance, grant management and final oversight for various local, State and Federal grants.

d) Sector Knowledge and Representation

- Maintain contact with key stakeholders like Building Trades Leaders, unions, agencies, contractors, workforce development partners, school districts and others to keep informed on issues, emerging best practices, systems issues and the political environment.
- Develop systems to maximize communication, synergy and collaboration with the organization’s partnerships.
Promote CTWI leadership in the fields of construction workforce development and labor policy, as well as distinct approaches to regional coordination, leadership and movement building.

e) Financial, HR and Operations Management

- Assure the development and maintenance of sound financial practices and ensure the efficient and effective management of all financial functions of the organization.
- Supervise and support the Finance Manager in developing the annual budget and budget development process, establishing budget and financial goals, strengthening financial performance.
- Develop multi-year staffing plans based on need, opportunity and available funds, and tracks and initiates restructuring when staffing is not aligned with the context or program focus.
- Assure that recruitment and employment are performed in compliance with internal policies, and participate in all termination decisions.
- Ensure that an appropriate human resources management system – including clear job descriptions, regular performance evaluations – is in place and ensuring sound human resources practices, in line with local contexts and law.

YOUR QUALIFICATIONS

Candidate requirements

- Bachelor's degree required (preferably in education, non-profit management, public policy, or construction management)
- 5+ years professional experience in Director or Assistant Director level roles in the not for profit and/or social justice sector.
- Demonstrated experience in managing complex organizations, with ability to supervise and mentor senior staff, engage a diverse range of staff members, and inspire credibility, confidence and consensus.
- Demonstrated success in generating revenue to support social justice and workforce development initiatives. Experience managing State and Federal funds, and soliciting foundation funding is essential and broader experience in fundraising a definite plus. The candidate we seek has raised millions of dollars from a diverse range of funding streams (government grants, foundations, private donors).
- Successful track record of building an organization and supporting high-functioning teams, based on a shared leadership model, in diverse political, social and economic contexts.
- Excellent communications, story-telling and writing skills with proven capacity to write grant proposals, strategic plans author and disseminate thoughtful articles, essays, blogs and other materials; competence at using social media to build awareness and alliances; and ability to convey complex ideas in ways that a broad audience of potential supporters can understand.
**Desired experiences**

- Experience in workforce development, labor organizations and/or social justice organizations with innovative approaches to building clear and responsive systems to support program implementation.

- Courses or certificates, and/or experience in organizational behavior, financial management, human resource management, nonprofit management and leadership.

**YOUR COMPENSATION**

Salary Range is $120,000-$140,000. **This is a full-time position with premier retirement (401k and pension) and health and wellness benefits through the Teamsters Local 853 plan.**

**To Apply:** Send resume, cover letter, writing sample, and 2 professional references to Beli@ctwi-btca.org

**The deadline for applications is May 1, 2024.**

*CTWI is an Equal Opportunity Employer. To learn more visit our website [www.ctwi-btca.org](http://www.ctwi-btca.org)*