

Deputy Director Job Description

Organization	Banning Ranch Conservancy (BRC)
Position	Deputy Director
Position Type	20 hours/week leading to 40 hours/week (Non-Exempt)
Applications Accepted	Rolling, Open Until Filled
Hourly Rate (Range)	\$50.48 to \$52.88 per hour
Application Deadline:	October 13, 2023 at 5 PM

Defined: The Deputy Director is responsible for administering the directives the Executive Director sets forth for the organization, providing strategic advice and input to the Executive Director and is responsible for significant fundraising, planning, operations, and management of the organization.

Description: BRC seeks a Deputy Director that reports to and assists the Executive Director in planning and administering programs and projects, ensuring compliance with 501(c)3 regulations, organizational fundraising in support of all programmatic efforts and organizational needs, budget development and expense monitoring, strategic planning, and supervising all staff. This position requires the individual to understand and support conservation goals and the BRC's mission.

Duties and Responsibilities:

Fundraising

- Develop and implement the Banning Ranch Conservancy's annual fundraising plan.
- Establish and meet fundraising goals through financial support from individuals, foundations, government, and corporations.
- Create and implement a strategy for a large, sustained base of annual individual donors.
- Managing a Customer Relationship Management (CRM) software program to cultivate organizational donors.
- Develop and maintain ongoing relationships with major donors and grantors.
- Facilitate the legacy giving program.
- Manage special donor-focused events including set up, hosting, and break down.

Operations

- Assist in the organization's management and daily operations.
- Assist with bookkeeping and financial oversight, including development of budgets and expense monitoring.
- Work closely with the Treasurer to create financial and other reports for the Executive Director and/or Board of Directors.
- Participate in programs at various field sites, as needed.

Management

- Develop and track grant proposals and reports for all foundation, government, and corporate grants.
- Assist with vendor/contractor acquisition and management, and project management.

The above statements are intended to describe the general nature and level of work to be performed by the individual in this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. Other duties may be assigned at BRC's discretion.

Requirements:

What You've Accomplished

- BA/BS required in business management, finance, development, or related field.
- Proven experience as an assistant director or other similar position.
- Experience in project and operations management.
- 5-8 years' experience in the non-profit sector.
- 5+ years' experience in fundraising and donor relations.
- 3-5 years' experience in managing staff.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Outstanding communication and public speaking skills as well as organizational and leadership skills.
- Aptitude for problem solving.
- Knowledge and/or experience with CRM programs.
- Proven track record of grant writing and grant management.

What You'll Need to Do

- Communicate effectively and fluently in English verbally and in writing.
- Be able to drive to various sites including the Randall Preserve, Coastal Corridor, or volunteer and meeting sites. May require driving on uneven or off road surfaces.
- Traverse potentially uneven surfaces outdoors for several hours on foot or bicycle.
- Potentially work evenings and/or weekends.
- Competence and physical ability to operate a laptop or desktop computer for lengthy periods of time.
- Set up a booth including: six-foot table(s), chairs, and a pop-up tent, weighing approximately 35 pounds.
- Be able to sit or stand for lengthy periods of time.
- Should be tech savvy and comfortable using a variety of devices and software types.
- Be proficient in MS Office and CRMs generally.
- Experience with Google Workspace and Quickbooks Online.

Evolution of the Position:

The first year of this position is ½ time (20 hours per week). It is anticipated that the second year would be ¾ time (32 hours per week) and then by the third year this position would be full-time (40 hours per week).

Compensation:

This position is hourly (non-exempt) and will pay \$50.48 to \$52.88 per hour (estimated at roughly \$4,375 - \$4,583 per month) for 20 hours per week, depending on experience. At half time this equates to an annual compensation range of: \$52,500 - \$55,000. Some overtime may be required.

Benefits:

Once an employee regularly works 20 hours or more a week, BRC offers a benefits package, including payment into health, dental, and vision insurance commensurate with FTE percentage. BRC also offers all employees access to a retirement plan, paid sick leave, and flexible scheduling. Half-time employees get five days of paid vacation per year at your normally scheduled work hours and some paid federal holidays.

Location:

This is a remote, work from home, position within Orange County. This position will require some travel including to the Randall Preserve or Santa Ana River Coastal Corridor (the Newport Beach, Huntington Beach, and Costa Mesa area).

Hiring Process:

Applications will be reviewed beginning October 14. Interviews will begin in late October. This position will remain open until filled. To ensure transparency, every application will be reviewed and confirmation of receipt provided within 72 business hours. Notification of a decline to interview or request for an interview will occur for every applicant that submits the required materials.

At hiring, candidates will have a background check to verify employment eligibility and annually a Motor Vehicle Record check will be conducted.

How to Apply:

Submit a cover letter, current resume, a one page writing professional sample, and three professional references (please provide: name, title, affiliation, phone, and email) to the Hiring Manager, Amy L. White by email as one PDF attachment (if possible) to:

[hiring@BanningRanchConservancy.org](mailto: hiring@BanningRanchConservancy.org).

No phone calls accepted.