



Job Title: Deputy Director

Location: Baltimore, MD

Position Type: Full-time

Reports to: Executive Director

Overview: As the Deputy Director of Baltimore SquashWise, you will play a pivotal role in supporting the executive leadership team in achieving the organization's mission and strategic goals. You will be responsible for overseeing various programmatic and operational aspects of the organization, collaborating with other departments, and assisting the Executive Director in day-to-day management tasks. The Deputy Director will partner closely with the Executive Director to chart SquashWise's future growth and strategic response to an ever-increasing demand for the organization's services. You will join the SquashWise team at an exciting time, when the organization is preparing to launch The SquashWise Center, its permanent home at the historic Greyhound station in downtown Baltimore.

Key Responsibilities:

1. **Strategic Planning:** Collaborate with the Executive Director and other senior leaders in developing and implementing strategic plans to advance the organization's mission and objectives.
2. **Operational Management:** Oversee the day-to-day operations of the organization, including but not limited to program management, financial management, human resources, and administrative functions.
3. **Team Leadership:** Provide leadership and guidance to department heads and staff members, fostering a positive and productive work environment that promotes collaboration, innovation, and accountability.
4. **Employee Relations:** Responsible for employee relations, including managing conflicts, disputes, and grievances ensuring smooth employment relations. Oversee HR programs, such as compensation, benefits, leave and training and development.
5. **Financial Management:** Work closely with the finance team to develop and manage the organization's budget, ensure compliance with financial regulations, and optimize financial performance. Identify opportunities for revenue generation and cost savings.
6. **Fundraising and Development:** Partner with the Executive Director and Development Director in donor relations, communications, and grant reporting.
7. **Community Engagement:** Represent the organization in the community, building and maintaining relationships with clients, stakeholders, partners, and supporters to enhance the organization's visibility and impact.

8. **Program Evaluation and Impact Assessment:** Oversee the evaluation of program effectiveness and impact, using data-driven insights to continuously improve programs and services.
9. **Board Relations:** With Executive Director, prepare for and attend Board meetings, and relevant committee meetings.
10. **Compliance and Risk Management:** Ensure compliance with relevant laws, regulations, and organizational policies, and identify and mitigate risks to the organization's reputation and operations.

Qualifications:

- Passionate about SquashWise’s mission, impact, and growth.
- Bachelor's degree (Master's degree preferred).
- Proven experience in nonprofit management, with a minimum of 10 years in a senior leadership role.
- Strong understanding of nonprofit operations, including strategic planning, program management, finance, staff management, and compliance.
- Excellent leadership and communication skills, with the ability to inspire and motivate staff, board members, clients, and external stakeholders.
- Demonstrated ability to think strategically, solve problems, and make sound decisions in a fast-paced environment.
- Demonstrated ability to see challenges and opportunities from multiple perspectives
- Experience with change management in growing organizations
- Self-starter, self-disciplined
- Spark, imagination, creativity
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds
- Lived or learned experience in anti-racism / anti-oppression, and the impact of structural inequality on health, education, and well-being
- CPR/First Aid and AED certification (will be provided)
- Must have a valid driver’s license with at least three years of driving experience
- Must pass a criminal history background check

## **EQUAL OPPORTUNITY EMPLOYER**

SquashWise is an equal opportunity employer committed to an inclusive and welcoming workplace environment, free of discrimination and harassment. We celebrate and support the diverse cultures, perspectives, skills, and experiences within our workforce and our community.