

Tooele County Housing Authority

Deputy Director Job Description/Announcement

**Starting Range: \$90K-\$120K PER YEAR DOQ
PLUS, ATTRACTIVE BENEFIT PACKAGE**

Status: Full-time position

Open until filled

The Deputy Director is responsible for the daily operations of the organization and for ensuring that all programs and services are delivered in an effective and efficient manner. The Deputy Director reports directly to the Executive Director and works closely with the Board of Directors to ensure that the organization is meeting its strategic objectives. The ideal candidate will have a minimum of five years of senior management experience, preferably in a non-profit organization. They will have a proven track record in organizational management, program development and delivery, financial management, and human resources. They will be a strategic thinker with the ability to think outside the box and come up with creative solutions to complex problems.

Duties & Responsibilities

- Serve as the chief operating officer of the organization, with responsibility for all aspects of the day-to-day operations
- Work with the Board of Directors to develop and implement strategic plans and initiatives
- Oversee the development and implementation of policies and procedures
- Ensure compliance with all applicable laws and regulations
- Manage the budget and financial affairs of the organization
- Develop and oversee fundraising/grant writing efforts
- Supervise staff and manage human resources
- Build and maintain relationships with key partners and stakeholders
- Plan and direct all programmatic activities
- Perform other duties as assigned by the Executive Director

Required Skills and Qualifications

- Master's degree in public administration, business administration, or related field

- 10+ years of experience in progressively responsible leadership roles
- Proven track record in developing and executing strategies that achieve organizational goals
- Demonstrated ability to manage budgets and financial resources
- Excellent interpersonal, communication, and presentation skills
- Ability to think critically and make decisions based on data analysis

Preferred Skills and Qualifications

- Experience working in the non-profit sector
- Knowledge of accreditation standards and best practices
- Familiarity with fundraising and grant writing

www.housingtc.org
(435)882-7875

Applications must be submitted to:

66 West Vine Street, Tooele, UT 84074 EEO Employer