



Mt. Vernon Manor CDC Deputy Director Job Description

Mt. Vernon Manor CDC (MVM) is seeking a systems-oriented Deputy Director who is committed to supporting MVM's internal operations. The Deputy Director will work closely with MVM's Executive Director, Board Officers, and staff members to strengthen and expand our work.

Required Duties and Responsibilities:

Internal Operations and Office Management

- Provide administrative support to Executive Director, especially with the preparation of budgetary reports, board reports/agenda, payroll information, tax forms, employee paperwork, and internal and external communications materials
- Support Executive Director and Accountant with financial bookkeeping
- Assist Executive Director in establishing and implementing compliance and risk-management practices
- Create and oversee best-practice policies for digital and physical file storage and data collection, with an eye toward reporting requirements and budgetary realities
- Assist Executive Director with ongoing learning, evaluation and strategic planning efforts
- Order and maintain office supplies
- Manage MVM general e-mail

Personnel Support

- Lead the recruitment, hiring, onboarding, and supervision of staff; oversee periodic reviews and internal career growth opportunities
- Support staff members with program and project planning
- Provide updates to and ensure compliance with Mt. Vernon Manor's personnel and operations policies and procedures
- Support Executive Director with Board recruitment and transitions
- Facilitate a values-driven, anti-racist, inclusive, and equitable office culture; encourage feedback and reflection across hierarchies with the goal of building a supportive environment

Fundraising and Marketing

- Seek and prepare applications for funding to support programs and operations
- Support Executive Director and program staff with grant implementation and reporting
- Lead the preparation and dissemination of annual reports
- Assist in the development and execution of long-term fundraising and growth strategy
- Develop and implement marketing strategy with attention to branding consistency and regular outputs on social media, website, and newsletter
- Build and maintain relationships with community stakeholders and support outreach efforts
- Represent MVM at select professional conferences/associations/meetings

Skills and Qualifications:

The best candidate for this position will be a kind, organized, and adaptable visionary who is eager to make MVM's operations as strong and effective as possible. To that end, we are seeking someone with:

- At least one year of experience with organizational management, development, or high-level administrative/clerical work. Senior management, strategic planning, budget oversight, and/or HR experience particularly useful— especially under conditions of growth and transition
- Proficiency in Microsoft Office programs, Google Suite, Microsoft OneDrive, and social media. Familiarity with QuickBooks, Adobe, and/or other communications platforms especially useful
- Detail orientation, problem-solving skills, and strong systems thinking
- Great interpersonal and communication skills, both oral and written
- Keen ability to work well with and lead others, including staff, Board members, partner organizations/contacts, and broader constituents
- Comfort with public speaking
- Commitment to supporting and empowering low-income, BIPOC communities, and to the preservation of affordable housing and social services more broadly. Experience working with low-income and/or BIPOC communities especially useful. Familiarity with West Philadelphia communities, history, and development preferred
- Attention to inclusivity and equity in the workplace
- Bachelor's degree, relevant certifications, or 5+ years of relevant experience

Compensation and Hiring Details:

This position has a starting salary between \$70,000 to \$80,000 per year, commensurate with experience, with room for career growth. Benefits include (optional) health, dental, and vision insurance with 50% coverage from MVM, 13 days PTO, paid sick and parental leave, national and extended holiday closures, and funds for professional development.

This position is principally in-person, with some flexibility for remote work. Physical requirements include 6-8 hours of computer-based work per day. MVM aims to support all staff members with physical and scheduling accommodations to the best of our ability, including through hybrid work. As a small, tight-knit team, we strive to provide comfortable conditions for independent and collaborative work.

MVM is dedicated to supporting the professional development of historically marginalized folks. **We encourage anyone who meets at least 80% of the qualifications/preferred skill descriptions above to apply to this position— we are happy to discuss workarounds for potential gaps in the outlined qualifications/skills.** Mt. Vernon Manor CDC is an Equal Opportunity employer and actively recruits people of color, women, people with disabilities, members of the LGBTQ community, immigrants, and people from low-income backgrounds. We strongly encourage applications from people with lived experiences in the communities with which we work.

Please submit resume, cover letter, and list of references to info@mvmcdc.org with subject line "Deputy Director Position." Applications will be accepted on a rolling basis until position is filled.