



**Job Title:** Central Texas Deputy Director

**Reports to:** Chief Executive Officer

**Salary Range:** Commensurate with Experience

**FLSA Status:** Exempt

**Job Location:** Austin, TX

**Work Week:** Full-time; 40 hours, M-F, with some weekends/evenings as needed

## **SUMMARY**

The Deputy Director is responsible for the effective leadership, management and financial health of the Central Texas Chapter of Con Mi MADRE. The Deputy Director works closely with the local Advisory Board and the Chief Executive Officer in setting organizational goals and developing priorities with the CMM staff to achieve them. The specific roles and responsibilities of the Deputy Director are noted below:

## **ESSENTIAL DUTIES**

- In pursuit of CMM's strategic goals, works with Board members and standing committees (Executive, Finance, Program, and Development) to leverage their respective areas of expertise and networks
- Works in close partnership with the CEO, Local Advisory Board, and staff to set the organization's strategic goals
- Works with the CEO and Local Advisory Board, leads the execution of a long-range strategy to achieve Con Mi MADRE's mission
- Supports the Board Chair in prepping all Board materials for monthly Board meetings and arrange meeting logistics
- Works closely with Board in the identification and recruitment of new Board members who will help fulfill the mission, vision and strategic goals of CMM

## **Operational Management**

The Deputy Director leads and supports an effective team of program and administrative employees and fosters a climate that attracts, retains, and motivates a diverse staff of top quality personnel. Provides professional development opportunities and performance management/evaluation and oversees HR functions (Salaries and benefits), including management of the relationship with the HR Department at Con Mi MADRE Headquarters. The Deputy Director ensures that all organizational policies, practices, and values are in compliance with professional standards and further organizational success.

## **Program Development**

The Deputy Director ensures that programs and services are mission-related and cost-effective and ensures programmatic excellence and maximum program impact is achieved by establishing operational benchmarks and timelines. Ensures programming is achieving clear, measurable results with appropriate metrics for program effectiveness. Prepares all contracts and MOU's with partnering entities, and explores and seeks collaborations that can best support programming with monetary or in-kind support.

**Budget and Finance**

The Deputy Director works with the CEO, CFO, and Local Advisory Board to prepare an annual operating budget and operate within budget guidelines, and ensures Con Mi MADRE applies sound financial and administrative practices through effective fiscal management. Works closely with Finance Manager to review monthly general ledger reports and monthly financials. Oversees organization's expenditures, revenue and cash flow, and approve and prepare documentation for expenditures. The Deputy Director researches financial investment options for reserves to ensure sustainability and maximum return.

**Development and Marketing**

The Deputy Director creates and implements a successful fund development strategy and pro-actively ensures that the organization develops strong long-term relationships with major donors (individuals, foundations, and corporations). The Deputy Director personally builds and maintains key relationships to ensure fund development strategy is achieved (in partnership with a Development/Communications Director). The Deputy Director represents Con Mi MADRE at external events, strategically communicating program impact at school and education related activities, and with the media.

**QUALIFICATIONS, COMPETENCIES AND SKILLS REQUIREMENTS**

- BA/BS required, Masters and/or Ph.D. preferred
- Bilingual, English/Spanish speaker required
- 10 years of professional experience in the fields of education and/or business
- Personnel management experience
- Fundraising experience

**HOW TO APPLY**

To apply for this position, email cover letter and resume to our Chief Operating Officer, Casilda (Casi) Clarich at [casi@conmimadre.org](mailto:casi@conmimadre.org). You may also mail your information to Con Mi MADRE at 4175 Freidrich Lane, Suite 200 Austin, Texas 78744.