

Deputy Director Job Description

Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

About Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position Overview

The Deputy Director will manage all hiring and supervision of staff, including onboarding and training; develop standard operating procedures for all programs and human resources activities; and oversee the day to day operations of Downtown Greens' office and programs, including daily operations of the 2.8 acre downtown public garden space and will include additional duties pertaining to the new 56 acre parcel in upcoming years.

Working closely with the Executive Director, the Deputy Director will concentrate on continual process and operations improvements as well as monitor the use of resources. They will help create Standard Operating Procedures (SOPs), develop tracking and reporting processes and tools, and develop appropriate information flows.

Hours

Full-time, 40 hours per week

Required Skills and Experience

The Deputy Director is responsible for guiding the operations and staff at Downtown Greens. They will be a creative problem solver, have excellent interpersonal and communication skills, and managerial experience. They will be a self-motivated, independent worker who can also work well on a team.

Qualifications:

- Strong planning, organizational, and multi-tasking skills
- Demonstrated commitment to racial justice and Diversity, Equity, and Inclusion initiatives
- Outstanding communication and interpersonal skills
- Demonstrated ability to build community
- Interest or past experience in environmental work
- Ability to exercise tact and diplomacy in organizational settings

- Ability to take initiative and show results
- Familiarity or a willingness to learn Google Workspace or Google Drive
- At least 3 years of management experience

These requirements listed in our job descriptions are guidelines, and if you have 75% of the qualifications listed, we encourage you to apply. Experience refers to paid and unpaid experience, including volunteer work that has helped you to earn knowledge and skills that can be directly applied to this position. Applying gives you the opportunity to be considered.

All applicants will be required to complete a criminal background check.

Primary Responsibilities

- Supervise day-to-day operations
- Support coordinator level staff through:
 - Ongoing mentoring
 - Being responsive to staff needs to help set them up for success
 - Reviewing staff including ensuring that their job responsibilities align with their job descriptions
 - Collaborating with the staff to ensure ongoing professional development
- Hire, and onboard staff
- Create and assess on an ongoing basis the Standard Operating Procedures (SOP's)
- Monitor the organization's strategic course with staff members to improve organizational performance and to ensure programs align with the Strategic Plan
- Support grant writing team with programmatic details

Work Schedule and Compensation

Typical work week is 40 hours Monday through Friday during normal working hours, however, the schedule is flexible with the option for some regular remote work.

Salary is \$45,000 and includes professional development opportunities and paid time off.

How To Apply

Submit a resume and cover letter to admin@downtowngreens.org. Applications will be accepted until the position is filled. However, an initial review of applications will begin on November 1 with the first of two rounds of interviews to be conducted virtually during the first two weeks of November. The expected start date will be early January 2023.