



## Deputy Director

Working in partnership with the Chief Executive Officer (CEO), the Deputy Director will provide leadership for Capital Roots' internal programs, development, administrative and human capital.

**Program** - enhancing program approaches, delivering high-quality client services and managing written products

**Development** – actively managing internal development to take full advantage of all fundraising and marketing opportunities

**Administrative** - information technology, data, reporting, facilities

**Human** – Human Resources, mentoring and culture

The Deputy Director will oversee internal functions freeing up the CEO to focus more on external matters such as strategic expansion, strategic fundraising, public relations, and partnerships.

### **Responsibilities:**

- Serve as second-in-command to the CEO and as a member of the Senior Leadership Team;
- Oversee all daily operations and report directly to the CEO, ensuring that all operations are smooth, efficient and that CEO goals filter into day-to-day management;
- Monitor Organization's Strategic Plan and assist with implementation;
- Create and implement organization-wide technology and data improvement plan;
- Oversee Capital Roots Intern and AmeriCorp program;
- Establish productive working relationships between and among the Director's Team, CEO and the staff to ensure that Capital Roots operates productively and in a culture of respect and cooperation;
- Build and cultivate a high-performing senior leadership team and play an active role in attracting, retaining and developing a dedicated best-in-class staff;
- Identify best practices and improve internal systems to deliver state-of-the-art, outstanding programs with an eye toward future needs and client service;
- Actively support internal development operations; participate in identifying and cultivating corporate, individual and foundation supporters;
- In the absence of the CEO, serve as a public representative of Capital Roots helping to keep Capital Roots a current and an active participant in regional and community events;
- Draft, edit, and review written materials;
- Other duties as assigned by CEO.

### **Key Credentials and Personal Qualities**

- At least 5 years successful experience in a senior leadership position in a nonprofit organization
- Passionate about Capital Roots' mission and impact
- Commitment to results; "can-do" mindset with emphasis on accountability
- Strong motivational and staff leadership abilities
- Excellent communication and presentation skills
- BSc/BA in Business Administration or relevant field
- Understanding of business functions such as Human Resources, Finance, Marketing
- Experience in fundraising
- Outstanding organizational and leadership abilities
- Aptitude in decision-making and problem-solving

- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Spark, imagination, creativity, flexibility
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations

**SALARY & BENEFITS:** Annual Salary \$70,000, flexible work environment. We offer comprehensive medical insurance and partially covered dental insurance upon hire (benefit valued at ~\$8,000). In addition to generous vacation time, we observe 11 paid holidays and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

For consideration, please submit a resume and cover letter to:

**Capital Roots**

**Amy Klein, CEO**

**594 River Street | Troy NY 12180 or [amy@capitalroots.org](mailto:amy@capitalroots.org)**

**No Calls Please**

**About Capital Roots:** Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more about Capital Roots, go to [www.capitalroots.org](http://www.capitalroots.org).**