

Deputy Director Position

Brick Capital Community Development Corporation

Summary

The Deputy Director position -track positions: the role oversees everything internal, freeing up the executive director to focus on external matters.

Reporting to the executive director (ED), the Deputy Director will have both internal and external facing responsibilities, ranging from client and project management (business development, framing of key approaches, high-quality client delivery, written products) to administration (information technology, reporting, facilities), and human capital (HR/recruiting, mentoring, career progression). The Deputy Director will partner closely with the ED to chart Brick Capital Community Development Corporation, the nonprofit's future growth and strategic response to an ever-increasing demand for the organization's services.

Mission

“What is the American Dream? We believe it begins with an investment in communities. Brick Capital Community Development Corporation together with our investors, both public and private, provides affordable housing, education, community, human and economic development to improve the quality of life for the citizens of Lee and surrounding counties.”

Responsibilities

Project Development, Management, and Client Relations/Management

- Structure and lead staff to deliver outstanding client work.
- Build and maintain strong client relationships; exceptional relationship-builder.
- Represent Brick Capital Community Development Corporation in industry-group conferences, professional associations, and other public venues.
- Develop thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications.

Firm Building

- Partner with the ED in essential internal firm leadership activities (human resources, administration, and organizational planning).
- Manage increasing segments of information technology, human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.
- Mentoring, coaching; visible, approachable sounding board/resource

Qualifications

- 3 to 5 distinguished years in a senior management position in a business, nonprofit organization, foundation, or government agency
- Highly intelligent, advanced/degree from a leading university or equivalent
- Track record delivering superior results, commanding respect, and assuming leadership roles
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego or personal agenda interfering
- Outstanding communication and interpersonal skills are essential
- Passionate about Brick Capital Community Development Corporation mission and impact
- Ability to exercise tact and diplomacy in organizational settings
- Transparent, direct, with substance
- Self-starter, self-disciplined
- Spark, imagination, creativity
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations

Send Resume' to:
Deputy Director
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