



Deputy Director

Atlanta, Georgia

EXECUTIVE SUMMARY

For 20 years, **GALEO** has been committed to greater civic engagement and leadership development across Georgia's Latinx community. Georgia and its elections are once again primed to be the focus of the national stage in 2024 and 2026, and GALEO's nonpartisan efforts to educate and engage the Latinx community and increase access to voting are more critically important to the support of our civil infrastructure and community engagement in our democracy than ever before. As the team and the organization grow to meet the call to action, GALEO extends an invitation for nominations and applications for the position of **Deputy Director**.

Reporting to the Chief Executive Officer, the Deputy Director will be a public face for GALEO, important staff manager, and will work collaboratively with staff, board, and stakeholders to build and sustain both the organization and the voter rights movement's infrastructure in service to impacted communities in Georgia. The successful candidate will be a proven skilled and collaborative manager with a demonstrated ability to be both hands-on and agile in support of organizational goals. S/he/they will support leadership activities at GALEO including management, external representation and fundraising, finance and budgeting, and will inform and align strategic growth and programming goals to operational excellence in service to GALEO's mission.

The successful candidate will have a passion for GALEO's mission and significant experience leading a mission-driven team and supporting operational effectiveness. S/he/they will be a creative and strategic thinker, strong at improving and institutionalizing processes, a quick learner, and a team leader committed to strengthening organizational culture.

ESSENTIAL RESPONSIBILITIES

Leadership

- Directly supervise a team of 3-5 employees; recruit and actively develop the capability of staff to meet current and future staffing needs.
- Set performance goals and provide on-going feedback, coaching, and development to enhance the staff's capabilities and to drive a culture of coaching and continuous improvement; review performance in a consistent, fair, and objective manner to facilitate open communication and to encourage continuous development and performance improvement.
- Provide the tools, resources, and training needed for staff to effectively perform their respective roles.

- Cultivate and steward an organizational culture of respect, trust, and transparency.
- Serve as a strong and authentic spokesperson for the Organization's mission in partnership with the CEO in public venues and fundraising activities through authentic dialogue around sensitive issues including funder expectations, grantee priorities, and community and movement concerns; S/he/they will have highly developed emotional intelligence and active listening skills, and the ability to use interpersonal skills in collaborative, diplomatic way.
- Assist CEO in strategically investing resources in both short-term and long-term goals.
- Lead the programmatic operations and programmatic development of the Organization.
- Track important KPIs and analyze trends.
- Forecast return on investment (ROI) for current and future programs.

Administration

- In conjunction with the CEO, manage the hiring, on-boarding and off boarding of employees.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations.
- Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of the Organization.
- Manage the Organization's employee time management system and process.
- Manage Organization's on-and off-site vendors, including troubleshoot any vendor requests, needs, or concerns.
- Work closely with the leadership team to support the organization's culture, communication, and strategic plan.
- Further develop the Organization's human resources and administration, enhancing professional development, compensation and benefits, performance evaluation, training, culture-building, and recruiting.
- Performs all other duties as assigned.

Finance/Budgeting

- Oversee cash flow management, staying apprised of restricted vs. unrestricted funds.
- Serve as liaison to Accountant in order to ensure financial processes are followed and documents are submitted in a timely manner.
- Work with Accountant and CEO to develop roles and responsibilities for annual budgeting process.
- Inform key stakeholders of financial status and investment plans.
- Coordinate audit activities.

QUALIFICATIONS OF THE IDEAL CANDIDATE

While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Bachelor's degree from an accredited college/university or equivalent professional experience; CPA or MBA, preferred.
- 6+ years of overall professional experience; ideally 6+ years of people management and broad financial and operations management experience in a nonprofit environment.
- Commitment to training programs that maximize individual and organization goals across the organization including best practices in human resources activities.
- A successful track record in setting priorities; keen analytic, organization and problem-solving skills which support and enable sound decision making.
- Exceptional management and leadership skills; ability to encourage team building and collaboration; ability to connect with all staff and stakeholders at various levels of the Organization.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multitasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the Organization's mission.
- Leadership experience in government, business, or nonprofit preferred.
- Understanding of and sensitivity to political, social, and economic issues of affecting Latinx community.
- Spanish language competency preferred.

COMPENSATION DETAILS & APPLICATION INSTRUCTIONS

More information about **GALEO** may be found at: www.galeo.org

GALEO offers a competitive benefits package including paid time off, health benefits with the option to add dependents and/or enroll in an HSA or FSA plan, basic life and AD&D insurance, an EAP program, and commuter benefits program. Target compensation range is \$100,000 - \$107,000 with final salary offered commensurate with experience.

GALEO is partnering with [Katherine Jacobs](#) and [Sharon Gerstman](#) of [NPAG](#) on this search. Due to the pace of this search, candidates are encouraged to apply as soon as possible. Applicants may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#).

***GALEO is an equal opportunity employer and proudly values diversity.
Candidates of all backgrounds are encouraged to apply.***