

# DEPUTY DIRECTOR



**Job Title:** Deputy Director

**Reports To:** Executive Director

**Classification:** Full-time, Exempt

**Supervises:** Administrative Manager, Program Coordinator

**To Apply:** Priority application submission date is **April 15, 2024**. Position open until filled. [Application Form](#) and hiring process overview at [yamamusic.org/hiring](http://yamamusic.org/hiring).

**Salary & Benefits:** \$60,000 - \$67,200 + \$4,800 annual health stipend; 6 weeks paid vacation + paid federal holidays; sabbatical policy; professional development stipend; hybrid work environment allows for flexible work location and schedule.

*Many full-time YAMA staff have chosen to work 32-hour weeks and have designed their roles to facilitate this. If our new Deputy Director decides to do this as well, an offer will be made for 80% of the listed salary range (.8 FTE).*

## Organizational Description

Yakima Music en Acción (YAMA) runs youth leadership programs that use music as a vehicle to build confidence, healthy relationships, and a sense of belonging amongst young people who may otherwise not have access to music learning at the intensity and level offered by YAMA. YAMA is an anti-racist organization that actively works to build a culture of trust and consistency through its processes and systems across all levels of operation.

## Position Overview

YAMA's Deputy Director will work closely with the Executive Director and Program Director to shepherd a young organization into its next phase of maturity. The Deputy Director will manage the organization's budgeting and financial processes; lead and manage program operations by ensuring healthy organizational systems and practices; and oversee hiring and Human Resources processes. YAMA is a small organization and there are ample opportunities for leadership development and growth in every role, including this one. The Deputy Director will be actively supported by the Executive Director, and there is an option of the Deputy Director stepping into a co-Executive Director role in the future.

## Organizational Guiding Principles

- **Collaboration:** We're a team. Our students, organization, and community benefit from our collaborations, mutual support, and collective generation and implementation of ideas.
- **Communication and curiosity:** We work better together when we communicate well with each other. That includes having the confidence to ask questions and also ask for help.
- **Bilingualism:** If you're bilingual (Spanish/English), we applaud your superpower! If you're a Spanish learner and want to increase your fluency, that's just as important. Multilingualism isn't a requirement for the job, but it is an important part of the YAMA ecosystem.
- **Mistakes** are proof that we're learning. We learn from mistakes, reflection, and feedback.

- **Power and privilege:** We prioritize the ongoing work of examining identities, power, privilege, and oppression. This learning makes us more effective team members and global citizens.
- **Young people are assets:** We do the work we do because we believe in the current and future power of young people. We support them as adults in their lives, and learn from their wisdom.

### **Budget Development & Financial Management**

- lead annual budgeting and forecasting processes in collaboration with Board of Directors
- support Budget Account Managers in managing their respective budgets to ensure that organization operates within budget guidelines
- manage personnel budget and other specific Budget Accounts annually based on team process
- support staff in creating sound financial processes and policies; ensure that these are followed
- work with Administrative Manager, Bookkeeper, and Executive Director to ensure that organization's 990 annual tax return is submitted on time annually
- serve on Investment Committee and ensure communication between Board and relevant staff

### **Operations Management**

- lead and manage program operations by facilitating efficient systems and processes, ensuring that communication is clear and consistent across team members, managing program-related projects, and supporting programmatic problem-solving
- lead special event processes, ensuring organized and timely planning and event execution
- facilitate self-reflection and evaluation processes that support team members in assessing the efficacy of their processes; support staff to design and implement improvements in order to enhance the organization's internal capacity
- manage inventory processes and ensure that equipment and supplies are readily available at program site(s), involving students when possible
- supervise Administrative Manager and Program Coordinator

### **Human Resources (HR) & Hiring**

- set, review, and revise HR policies for the organization in collaboration with HR consultant
- maintain and revise YAMA's Personnel Handbook on policies and procedures, ensuring that it's current, values-aligned, and in compliance with laws and regulations
- manage any complex HR issues that arise, in collaboration with Executive and Program Directors and HR consultant
- manage contract of and coordinate with HR consultant to receive support on complex HR questions and policies
- oversee processes for recruiting and hiring high-quality, diverse talent
- work with Leadership Team to refine and implement hiring and on-boarding processes
- guide and coach supervisors on handling employee challenges
- oversee annual staff retention processes
- keep finger on the pulse of staff morale and support efforts to improve staff wellness

## Leadership Team

- participate in regular Directors meetings to collaborate in monitoring the overall direction and health of the organization and team
- provide feedback and advice on major strategic decisions affecting the whole organization
- tend to emergencies and major issues, helping problem-solve and strategizing on the most effective paths forward
- support the organization's fundraising efforts by collaborating with Executive Director on fundraisers, major donor meetings, and grant acquisition
- co-facilitate an environment of staff engagement by providing consistent and effective feedback, guidance, and opportunities to engage in structured and unstructured professional development

## Other Possibilities

We look forward to engaging in dialogue with candidates regarding what other roles they would thrive in. The list above represents some important organizational needs, but as a young and evolving non-profit, we prioritize finding the best match for each person's talents and passions. As we transition from a multi-year period of understaffing, there are many exciting possibilities for work that could be undertaken, that may include some but not all of the responsibilities listed above, and may include some additional roles as determined through dialogue with the rest of the team.

## Qualifications

- **Values alignment:** Ideal candidates should resonate with YAMA's guiding principles (listed above) and be passionate about the mission of YAMA
- **Organizational leadership:** Able to see systems and interconnections, and think strategically, critically, and creatively. Can assess problems and design multiple creative solutions to address root causes of an issue. Anticipates needs in both process and group dynamic in order to support a dynamic team. Transparent and high integrity leadership style.
- **Growth mindset:** Curious, willing to learn new systems and ask for help, openness to learning as well as giving and receiving feedback.
- **Management skills:** Self-managed and self-motivated; able to hold multiple timeframes and processes simultaneously while gently guiding team members through them; ability to collaborate, co-lead, and clarify to ensure that processes and roles are clear and consensual.
- **Relational:** Exceptional communication and relationship building skills.
- **Technological knowledge:** Fluency with laptops, cell phones, and Google Drive; able to learn new technologies and platforms with ease and minimal need for coaching.
- **Experience:** At least 3 years of experience leading a team and managing projects and/or staff; prior experience with budgeting and financial decision-making. Prior experience managing a team through a period of transition a plus.

## Additional Conditions of Employment

- Background check required.
- 3-month probationary period upon hire