Immediate Opening
Deputy Director

Monument Impact (MI) is seeking an experienced and exceptional bilingual leader (English/Spanish) with a strong financial background to fill the position of Deputy Director of a dynamic social justice organization serving the immigrant and refugee community in Concord, CA and East Contra Costa County.

About Monument Impact
Since 2001, Monument Impact has worked with the Monument community of Concord to address immigrants’ barriers to economic advancement. Our mission is to ensure that immigrants, refugees and low-income residents in Concord and surrounding communities have the voice, tools and relationships for an equitable share of the social and economic wealth in our region. To meet our mission, we integrate our direct services in workforce development, healthy community, and immigration services with community organizing, leadership development and advocacy.

Position Summary
Building on two decades of achievement, the Deputy Director will have both internal and external responsibilities, ranging from financial management, administration, and human resources to donor relations. The Deputy Director will partner closely with the Executive and Program Directors and management team to chart MI’s future growth and strategic response to increased demand for the organization’s services and advocacy, including the Monument Relief & Recovery Fund (the largest Undocufund in Contra Costa), established in 2020 to serve undocumented immigrants hardest hit by the pandemic.

The responsibilities of the role are varied, challenging, and require the ability to operate effectively within in a fast-paced, and multicultural environment. The ideal candidate is a seasoned and innovative manager who pays close attention to detail while also focusing on the big picture. The successful candidate will have unique access and insight into the challenges and opportunities that immigrants face, especially during the pandemic.

The Deputy Director will be based in Concord, CA when Shelter in Place has been lifted, but may work remotely as needed. This position reports directly to the Executive Director (ED) and, to start, will have one direct report.

Primary Areas of Responsibility
Organizational Management (30%1)

- Provide direction in the areas of operations and administration, including procurement, financial management procedures and facility needs.
- Serve as key liaison with MI’s outsourced financial management team to ensure accuracy of financial statements, cash flow and payroll. Supervise staff bookkeeper.
- Lead a successful annual budget process in coordination with ED and Program Director.

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1 Percentages are approximate
Oversee all monitoring and evaluation efforts, including fund development; work closely with the Program Director to monitor project budgets and ensure all expenditures are within budget and in alignment with program goals.

Manage IT service provider and oversee increasing segments of information technology with related internal communications and budgeting/finance duties.

Identify best practices and improve internal systems with an eye toward future needs and budget realities.

Human Resources (20%)

- Oversee and supervise human resources (recruiting, onboarding, staff deployment/workload balancing, etc.); maintain employee personnel files; oversee payroll and compensation processes, benefits, and policy and legal requirements.
- Work with Executive Director and senior management to implement annual performance management process and identify opportunities for staff professional development individually and as an organization.
- Review and revise all procedures, systems and policies on an ongoing basis; work with consultant to update and maintain Personnel Handbook.
- Ensure that all human resource-related matters are handled appropriately and in compliance with applicable local, state and federal regulations and laws.

Organizational Development and Sustainability (35%)

- Partner with the ED and key staff in essential internal leadership activities (strategic planning, donor coordination, administration, communications, and human resources).
- Partner with the Program Director to continue work of program integration.
- Develop strategies to increase organizational visibility, individual giving and donor stewardship with ED and key staff.
- Maintain relationships with the donor community; act as the liaison with donors in the areas of oversight, reporting, and compliance in partnership with the ED and Program Director.
- Partner with Program Director, ED and Board on expansion plans.

Representation and External Relations (15%)

- Build and maintain strong relationships with partners.
- Develop thought leadership around specific topics/emerging practice areas.
- Represent Monument Impact in meetings when the ED is not available.
- Ensure that Monument Impact submits timely program reports that monitor and measure program results as required.
- Serve as the Acting Director as required.

Required Qualifications and Skills

Work Experience:

- Practical experience in executing tasks similar to those described above; ideally in a nonprofit environment
- At least five years’ experience as an assistant director or senior manager of complex donor-funded programs, including development and oversight of Monitoring and Evaluation responsibilities.
- Track record delivering superior results and assuming leadership roles.
- Proven experience in operations management.
• Proven ability to work collaboratively with efficiency and flexibility while maintaining a congenial workplace.
• Demonstrated proficiency in strategic planning, collaborative development and implementation of new strategies to build long-term program and organizational sustainability.
• Demonstrated success in developing successful collaborative working relationships with counterparts from diverse backgrounds, including other implementers and local partners.
• Demonstrated experience with donor compliance and reporting requirements.
• Proficient in information technology, particularly Microsoft Office: Word, Excel, Power Point, Outlook and relational databases with a first-rate ability to undertake Internet research. Salesforce experience a plus.
• Fluency in digital communications platforms and strategies, including Facebook, Twitter and others. Demonstrated ability to identify and introduce new technology tools in the workplace.

**Skills:**

- Must be bilingual (English/Spanish).
- Demonstrated commitment to racial and economic equity
- Exceptional relationship-builder with superior communication and interpersonal skills: articulate and tactful oral and written communication skills with a strong command of English and Spanish.
- Experience in multicultural settings is essential.
- Demonstrated experience in financial management and oversight, and budget development.
- Strong strategic, analytical and research skills.
- Highly motivated, hard-working and well-organized. Willing to go the extra mile and work long hours when required.
- Demonstrated commitment to excellence.
- Demonstrated track record of flexibility. Ability to react and adapt quickly to unexpected changes, and ready to anticipate problems and provide creative solutions and meet deadlines in challenging situations. Flexibility must also be applied to work in multicultural teams.

**Education:**

- At a minimum, must possess a Bachelor’s Degree, preferably in a related field. Master’s Degree is ideal.

**Salary and Benefits**

This is a full-time, exempt position. Salary is commensurate with experience. Our benefits package includes medical, dental and vision insurance; life insurance; and paid holidays and vacation. All employment at Monument Impact is ‘at-will’.

**Application Process and Deadline**

Qualified applicants should submit a resume, cover letter detailing your interest in this position, and three references to info@monumentimpact.org with the Subject Line: **Deputy Director**.

**Deadline for applications is February 15, 2020.**

*Monument Impact is an Equal Opportunity Employer; women, people of color and LGBTQ people are strongly encouraged to apply.*