

Planting Roots Deputy Director

Deputy Director

Reports To

Executive Director, Planting Roots

Job Overview

The Deputy Director directly supports the Executive Director of Planting Roots, serving as Acting Director when appointed to do so by the Executive Director. She is a member of the executive team and senior staff. She develops sustainable, long-term practices and procedures for the organization. She defines, clarifies, and hones staff work and focus in keeping with the organization's mission, vision, and audience.

Responsibilities and Duties

A. General Responsibilities

1. Attend all executive Team Meetings, including submitting report, hours logged, resources produced, and funding needs and used.
2. As directed by Executive Director, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.
3. Support the vision and mission of Planting Roots
4. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization

B. Job-specific Responsibilities,

1. Works as a key member of the Executive Team, providing oversight and direction to the Senior Staff.
2. Supports the Executive Director as she reports to the Board of Directors for strategic planning and to the Senior Staff for tactical execution
3. Oversees operations and actions in progress throughout the teams
4. Develops internal organizational practices for long-term sustainability
5. Seeks to identify emerging issues and patterns to ensure conformity with the organization's vision and mission statements
6. Represents the organization with passion and enthusiasm

Qualifications

- Heart for women in the military community with demonstrated Christian faith in practice.
- Proven leadership in a multi-level nonprofit ministry.
- Ability to work with complexities by using efficiency, flexibility, and humor.
- First-hand military lifestyle experience and willingness to champion uniformed women.

- Ability to speak “purple” and use generic military terms that speak to all branches of the military.
- Ability to coach staff with tact, encouragement, and being resolute as an organizational “face” both internally and externally.
- An average of 30 hours/week.
- Minimum of three year commitment.
- Financial Commitment - Responsible for travel in connection with Planting Roots conferences as well as connection opportunities outside of our organization. The Director does have the opportunity to raise funds for personal expenses through Planting Roots.