



Deputy Director Job Announcement

The California Pan-Ethnic Health Network (CPEHN) is seeking an experienced and exceptional leader with a strong financial background to become the **Deputy Director** of this respected nonprofit focused on advocating for health equity. CPEHN is a multicultural health policy organization dedicated to improving the health of communities of color. CPEHN's mission is to advance health equity by advocating for sufficient resources and public policies.

About CPEHN

Founded in 1992, CPEHN is a leader in health policy to improve the health of communities of color. As the only statewide multicultural health advocacy organization, CPEHN focuses on the broad goals of improving access to high quality, affordable health care and ensuring that communities can live healthy lives. CPEHN's three key strategies to achieve these goals include: policy and advocacy, research and communications, and community outreach and engagement.

- **Policy and Advocacy:** CPEHN seeks to impact systemic change by sponsoring and supporting legislation, advocating for better state investments, building relationships with policymakers at the local and state levels, and educating policymakers.
- **Research and Communications:** CPEHN's work is driven by strong research and policy analysis on key health issues impacting communities of color. Our informational materials—such as fact sheets and policy briefs—provide policymakers, the media, advocates and our communities with comprehensive and clear data.
- **Community Outreach and Engagement:** CPEHN's core values include advancing multicultural leadership in policy change meaning engaging communities of color with the tools they need to speak on behalf of themselves and their communities. CPEHN's events and trainings, community convenings and conferences, bridge local and state advocates on issues of concern to advance a strong health equity agenda.

POSITION OVERVIEW

As CPEHN builds on over two decades of achievements, the Deputy Director will work closely with the Executive Director (ED), and senior management team to meet the organization's needs as it continues to experience growth and expands to take on additional efforts. Reporting to the Executive Director, the Deputy Director oversees all aspects of CPEHN's nonprofit finance, human resources, information technology, and office operations including grants administration and events to guarantee seamless coordination, optimal support of programmatic activities, and best practices in human resources and staff support. The Deputy Director will be responsible for the following:

GENERAL MANAGEMENT AND ADMINISTRATION:

- Communicate organizational goals and operational plans to all levels of the organization.
- Work with the Executive Director on strategic planning, coordination, and financial management of the organization's programs and projects.
- Work with senior management on financial and administrative operations matters.
- Oversee contract negotiations and maintain accurate records.
- Administer all insurance contracting, liability and reporting.
- Initiate and oversee risk management and legal policies, including procedures and activities, letters of agreement, contracts, leases, etc., to insure compliance.
- Administer building lease and communications with landlord, including building and equipment maintenance, safety and repair.
- Supervise staff that manage/coordinate IT, operations, grants administration and events.
- Direct office business operations, including monitoring and approval of vendor contracts, invoicing and payments, etc.
- Enhance and enforce all business operations policies and procedures, such as purchasing, security, and safety procedures.
- Manage the organization in the absence of the Executive Director

ACCOUNTING AND FINANCE:

- Implement, ensure compliance with, and document accounting policies and procedures and internal control systems.
- Track financial performance of programs and policies to ensure alignment with organizational and grant budgets.
- Conduct monthly review of finances to prepare monthly funder allocations and monthly statements for Board and senior staff.
- Lead a successful annual budget process in coordination with ED and senior management.
- Prepare and provide project budgets and reports as needed to ensure compliance with grants.
- Report on lobbying activities and expenses.
- Supervise and work with CPEHN's bookkeeper, CPA, lobbying CPA, and auditor.
- Oversee annual audit process, ensuring that organization is in compliance with all auditing rules and regulations.
- Assist and train directors to support successful oversight of grant and program financials.
- Along with ED, serve as primary negotiator and interface with lending institutions, banks, benefits brokers, vendors, and recommend changes/enhancements.
- Provide information to the Board's Executive Committee on financial operations and assist the Treasurer in presenting quarterly and year-end reports to the Board.
- Prepare and oversee the annual audit, 990, and other tax forms required by the IRS.

HUMAN RESOURCES:

- Oversee and supervise human resources personnel policies and procedures, including maintain employee personnel files, oversee payroll and compensation processes, benefits, and quarterly performance management systems, in accordance with CPEHN's policy and legal requirements.

- Train appropriate staff on HR and onboarding practices, and oversee the onboarding and release of employees.
- Work with Executive Director and senior management to implement annual performance management process and identify opportunities to improve staff professional development opportunities individually and as an organization.
- Review and revise all procedures, systems and policies on an ongoing basis.
- Ensure that all human resource-related matters are handled appropriately and in compliance with applicable local, state and federal regulations and laws.
- Maintain Personnel Handbook.
- Develop and maintain job postings and descriptions, and implement recruitment and retention strategies.

QUALIFICATIONS:

Required:

- Demonstrated success leading and managing the financial and business operations of a nonprofit organization.
- Minimum of 5+ years of direct work experience in nonprofit administration, finance and budget management; knowledge of GAAP standards and fund accounting.
- Experience as a strategic thought partner with the ability to engage in creative, entrepreneurial thinking and to execute to operationalize strategies and new initiatives.
- Excellent analytical and abstract reasoning skills to translate nonprofit financial information and data into insights and strategic recommendations aligned with organizational vision and mission; ability to measure nonprofit financials and operational performance with numbers and social impact.
- Advanced knowledge and skills in nonprofit finance and accounting and direct experience working with Windows/Office Suite, Box.com, and QuickBooks required.
- High degree of integrity and dependability, with a strong attention to detail.
- Connection to CPEHN's mission and programs.

Preferred:

- Proven track record as an impactful negotiator, team player and relationship builder.
- Demonstrated resourcefulness in setting priorities, proposing efficiencies, and guiding investment in people, systems and facilities.
- Skill with risk management and insurance liabilities issues, and in contracting and reporting processes.
- Experience as a senior manager responsible for HR administration and benefits.
- Excellent supervision and people-management skills and a proven ability to mentor, motivate, and support through inclusive leadership practices and collaborative problem solving; able to maintain professional demeanor in a fast-paced environment.
- Maintain a positive, supportive, cooperative, proactive, can-do attitude in fulfilling the CPEHN mission.
- Strong written and verbal communications skills.
- Ability to function well under pressure in a fast-paced environment, and work with a small team.
- Bachelor's degree in nonprofit finance, business or related field.

Salary and Benefits:

Salary will be commensurate with experience. This is a full-time position with benefits.

To be considered as an applicant:

Email resume and cover letter with "CPEHN Deputy Director" in the subject line to:
cvnlsearch@cvnl.org. No phone calls please.

CPEHN is an equal opportunity employer and makes employment decisions on the basis of qualifications. CPEHN policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.