

Job Responsibilities: Deputy Director

Position Title: Deputy Director

Updated: September 25, 2019

Job Type: Full time, exempt

Remuneration: TBD

Imagine answering when someone asks what you do for a living and you get to answer: I am part of a dynamic team disrupting the 125 year old animal rescue/shelter model - we are building the first environmentally sustainable, community-based and scalable Domestic Animal Solutions Center, a hybrid domestic animal rescue model on a ranch in The Napa Valley.

If this gets you excited and you have experience managing a team and property would love to meet!

Jameson Animal Rescue Ranch (JARR) founded in 2014 in Napa Valley has won multiple leadership awards and proven it embodies the unique elements to re-define the domestic animal rescue a model that has not changed in over 125 years.

JARR led by its founders, is comprised of team of leaders who share the vision and values and are working together to make the world a better place for our beloved domestic animals and community.

The Deputy Director will play a critical role in managing and overseeing the day to day operations at the Ranch, managing and overseeing housekeeping and the JARR programs including all program managers and related human resources functions in conjunction with the JARR HR advisor. S/he will play a collaborative role in developing and implementing systems that increase the effectiveness and efficiency of our team to support our ability to achieve our strategic goals.

Programs include but are not limited to:

- Community Animal Assistance
- Spay/Neuter
- Foster/Adoption/Fospice
- Senior Pet Wellness
- Domestic Animal Enrichment
- Solutions Center/Training

This is an outstanding opportunity for a motivated and detail-oriented individual who wants to make a substantial impact while gaining a broad set of experiences relevant to nonprofit leadership and help promote JARR's purpose and culture of serving our community with compassion and accountability.

Job Responsibilities: Deputy Director

Responsibilities Include:

Program and Operations Management (approx. 65% of role)

- Support and manage programs and program managers:
 - Direct oversight to ensure accountability to short- and long-term goals
 - Performance and continuous improvement
 - Project management: planning and tracking projects to ensure they are on time, on budget, and achieve their objectives
- Develop program strategies, goals and objectives in collaboration with CEO
- Implement and review policies and procedures
- Help manage program evaluation scorecards, and coordinate use of data analysis for learning and improvement
- Assist HR when necessary
- Help promote a company culture of accountability, productivity and sustainability
- Identify and address problems and opportunities for the company
- Support and develop effective communication and collaboration skills and processes between all members of JARR
- Manage Housekeeping staff and protocols

Standard Operating Procedures & Compliance (approx. 20% of role)

- Assist in developing, implementing and maintaining identified Standard Operating Procedures as they relate to JARR Programs
- Support HR activities and file maintenance
- Support communications and social media as needed

Administrative and Infrastructure (approx. 15% of role)

- Manage and maintain staff office
- Enforce policies and procedures to ensure a productive, efficient work environment
- Allocating Resources – Prioritizing the use of fiscal and material resources to maximize program performance
- Contribute to the development and integration of new systems and processes

Qualifications:

- Strategic Perspective: The ability to evaluate immediate actions in context of achieving long range objectives
- Experience – Requires management, operations, and leadership experience.
- Patience and ability to mentor teams on business skills and processes
- Understanding of general budgeting

Job Responsibilities: Deputy Director

- Ability to build relationships among managers, associates and volunteers
- Excellent communication skills
- Advanced knowledge of Microsoft Office
- Strong aptitude to work with multiple operational software applications

Competencies:

- Leadership and accountability
- Professional & Technical Expertise – Applying technical subject matter to the job
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Professional Impact – Presenting self as a positive representative of the organization
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Managing Change – Addressing key factors that influence successful organizational change

Reporting Structure:

The Deputy Director reports to the Executive Director. S/he will work with the Executive Director on all strategic issues and content and the Chief Impact Officer on process, procedures, compliance and accountability.

Meeting and communication protocol TBD.

Position Requirements:

Passion for helping animals and people, a willingness to accommodate animals in the workplace and a commitment to JARR's mission and brand attributes. Must maintain constituent (donors/volunteers/directors/employees) confidentiality and must possess or have the ability to acquire, a valid California driver's license, car insurance and reliable transportation.