

# Real Options for City Kids Job Opening

## Deputy Director



**Description:** The Deputy Director will oversee everything internal, freeing up our Executive Director to focus on external matters including fundraising, marketing, and community relations. We are seeking an individual who is passionate about R.O.C.K.'s mission of providing positive opportunities to kids who need it most. With the recent completion of a 3-year Strategic Plan, R.O.C.K. is at an exciting inflection point in its trajectory, looking to build off of 20 years of service and unique assets to serve the evolving needs of its community.

We are seeking a visionary leader to help set our course for the future and a can do/hands on attitude to manage our daily operations. The Deputy Director will serve on the Executive Leadership team with the Executive Director and Director of Programs.

**Job Overview Title:** Deputy Director

**Reports To:** Executive Director

**Pay:** Competitive with benefits (health, phone, retirement, etc.)

**Commitment:** Permanent, full time starting ASAP

**APPLICATIONS ACCEPTED UNTIL April 30, 2018**

### Primary Responsibilities

- Oversee implementation of key milestones from R.O.C.K.'s 3-year strategic plan (finalized in summer 2017)
- Lead long-term planning alongside Executive Director as ED moves into greater external-facing and development role
- Ongoing evaluation and improvement of processes and procedures for each department through analysis and collaboration with management and staff
- Design and implement a system to capture and analyze performance data for programs and operations
- Oversight of R.O.C.K.'s programs and direct supervision of the Director of Programs
- Management of all internal operational functions of the organization including but not limited to the following:
  - Finance (bookkeeping, accounting, budgeting, financial reporting, bill paying, etc.)
  - Human Resources (intake, benefits, payroll, compliance, etc.)
  - General operations (facilities, technology, general administration, etc.)
  - Contracts (compliance, reporting, invoicing, etc.)

### Qualifications

- 5+ years of experience in an operational role
- 5+ years of experience in a leadership position
- 5+ years of experience managing programs similar to those of R.O.C.K.
- Passion for R.O.C.K.'s work of supporting children in Visitacion Valley
- Has demonstrated success in leading large operational programs/projects (>\$1M budget, >20 employees)
- Ability to lead multiple long-term and short-term projects simultaneously
- Detail-oriented, takes initiative, driven by excellence, likeable personality, creative, quick learner, fun and entrepreneurial spirit
- Strong written and verbal communication
- Four year college degree
- Has a reliable means of transportation to Visitacion Valley
- Must provide proof of a negative TB test within the past four years
- Candidates must go through a background check after a conditional offer is made
- Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records
- Proficient in MS Office

## **How to Apply**

Please follow the instructions below.



1. Check out [www.rocksf.org](http://www.rocksf.org) to make sure R.O.C.K. is a good fit.
2. Send an email to [ddjob@rocksf.org](mailto:ddjob@rocksf.org) with “Deputy Director” in the SUBJECT line and provide the following:
  - a. Cover letter (no more than one page, single spaced). Please be sure to address the following:
    - i. What about R.O.C.K.’s mission is most motivational to you?
    - ii. Why should R.O.C.K. hire you?
  - b. Resume
  - c. Contact information for 3 references
  - d. Salary requirements
  - e. If someone referred you to this job, please indicate their name, email and phone number

## **About R.O.C.K.**

R.O.C.K. provides a beacon of hope for children and youth in San Francisco’s challenged yet underserved Visitacion Valley. Our mission is to nurture the healthy development of children by listening attentively to their needs and providing opportunities to those who might not otherwise have access to a range of positive programs. At R.O.C.K., we serve hundreds of children (ages 6-17) through social and emotional learning programs within a youth development context. Our programs span the entire year and take place during the school day, after school, on weekends, and throughout the summer. We provide sports/fitness activities, academic support, learning enrichment, community service, outdoor adventures, leadership training, and job opportunities to a community lacking in resources. Moreover, we provide hope to the many children and families served by R.O.C.K. For more information, visit [www.rocksf.org](http://www.rocksf.org).