

Job Title: Deputy Director, The Frances Perkins Center

Location: Hybrid / Newcastle, Maine

Reports To: Executive Director

Founded in 2009, the Frances Perkins Center honors the legacy of Frances Perkins by sharing her commitment to the principle that government should provide all its people with the best possible life, and by promoting the place that shaped her character. The Center fulfills its mission through a variety of means, including the management of Frances Perkins' Homestead in Newcastle, Maine, which was recently granted National Historic Landmark status. In addition, the Frances Perkins Center convenes leaders and future leaders in public policy, labor, and related fields.

The Center is in a period of exciting and strategic growth and is hiring a full-time **Deputy Director** to help execute and implement these changes. This person should be an experienced and dynamic team leader, who is excited to bring conversations around the work and legacy of Frances Perkins into the 21st century.

The Deputy Director is responsible for providing strategic support to the Executive Director in the day-to-day operations and administrative management of the organization. This includes overseeing multiple, varying-sized projects, personnel, management of vendor relationships, developing and implementing work plans, and helping to manage the organization's finances. The Deputy Director also serves as a liaison between the organization and its board of directors, staff, and volunteers. This position will be hybrid, with some in-state travel required.

Roles and Responsibilities:

- Works closely with and supports the Executive Director on executing the mission, vision, and values of the organization.
- Directly supervises and supports a growing team.
- Oversees the operations, HR, and day-to-day administration management for the organization, including:
 - Develop and implement work plans for the organization.
 - Manage the organization's finances, including budgeting, tracking revenue and expenses, grant administration, and accounting.
 - Serve as a liaison between the organization and its board of directors, staff, and volunteers.
 - Research, develop, and implement services that support the organization's mission.
 - Monitor and evaluate the organization's progress toward its goals.
 - Stay up to date on trends and best practices in the nonprofit sector, including technology, file storage, communications, and workspace.

Qualifications:

- 5+ years of experience in a nonprofit organization.
- Proven track record of success in managing and leading teams.
- Self-starter
- Ability to work remotely and travel in the state.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Commitment to the organization's mission.
- A management style that promotes trust and reliably develops individual and team strengths
- High energy, optimism, and a sense of humor

Compensation and Benefits:

The salary for this full-time (40 hours/week) position will be commensurate with experience.

- Comprehensive benefits package.
- Opportunity to work with a dedicated and passionate team.
- Chance to make a difference and craft the future of the organization.

Location:

The Frances Perkins Center is located in Newcastle, Maine. The Deputy Director position will be hybrid.

To Apply:

Interested candidates should send a resume and a cover letter explaining why they are interested in this particular opportunity and how it is well aligned with their strengths to scummings@francesperkinscenter.org. We encourage interested candidates to apply, even if the qualifications are not perfectly aligned.

Nondiscrimination:

The Frances Perkins Center is an equal-opportunity employer which recognizes and encourages people of all identities to apply. The organization does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression, and any other legally protected characteristic. The Center complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.