

# Assistant Director

## **Job Summary:**

The Assistant Director will provide administrative support to the Executive Director (or other assigned director or executive-level staff).

## ***Supervisory Responsibilities:***

- May hire, train, and handle discipline and termination of subordinate employees.
- May be asked to assist with or conduct performance evaluations that are timely and constructive

## ***Duties/Responsibilities:***

- Communicates with management on behalf of the Executive Director.
- Acts as a proxy for the Executive Director as needed in his or her absence.
- Collaborates with the Executive Director to sustain, promote, and grow departmental programs and services.
- Manages budgets for regular and special programs and expenses.
- Participates in strategic planning and presides over meetings as needed.
- Maintains files and records as requested. Recordkeeping responsibilities may include overseeing and maintaining files of applications, interviews, offer letters and rejections, employee files, and evaluation dates.
- Creates and manages the annual calendar of activities such as special events, fundraising initiatives, and similar projects.
- Drafts and maintains policies and procedures, ensuring compliance with applicable local, state, and federal laws.
- Organizes committee meetings including determining the time and place and drafting and delivering correspondence such as agendas, minutes, and transcripts.
- Performs other duties as assigned.

## ***Required Skills/Abilities:***

- Exceptional verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to prioritize and delegate tasks.
- Excellent speaking and presentation skills.
- Ability to create and present ideas and budgets in a variety of formats.
- Ability to maintain confidential records.
- Proficient with Microsoft Office Suite or related software.

## ***Education and Experience:***

- Bachelors degree in related field required; Masters degree preferred.
- Three to five years of related experience required, with supervisory experience preferred.
- Knowledge of the philosophy, mission, leadership needs, and planning requirements of the organization preferred.

## ***Physical Requirements:***

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.