



DEPUTY DIRECTOR - OPERATIONS Workforce Development (Full-Time Exempt)

Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living-wage careers. All of our work is designed to eliminate barriers to good paying, long-term work. We creatively align support services – including housing, childcare, transportation and counseling – with job skills training and job placement assistance.

Are you passionate about Workforce Development?

Are you a dynamic hands-on leader who thinks strategically, works collaboratively, and is committed to building trust and relationships both internally and externally? Do you drive results through proactively leading and excellent communication while consistently holding yourself and others accountable to organization and individual goals? *If this is you, we invite you to apply to our open position of Deputy Director - Operations at SJI!*

What will you do?

The Deputy Director - Operations provides firm leadership and professional management necessary to ensure that the organization has the proper operational controls, administrative and reporting procedures, people systems, and culture in place to effectively grow the organization and to ensure financial strength and operating efficiency. Guided by the objectives of the organization, the incumbent will succeed by using highly developed skills, deeply relevant experience, fairness and consistency, and a respectful, constructive and energetic style.

What qualifications and experience will our Deputy Director - Operations bring to SJI?

- A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. Expected staff values include, but are not limited to; excellent communication, professional and gracious behavior, collaboration, respect, and professional leadership behavior.
- **Bachelor's Degree or Master's Degree (preferred)**, in human services, social work, public administration, business management/administration, human resources or related field.
- **10+ years of proven Leadership experience required.**
- **7+ years** of operations experience, **3+ years** of experience working with diverse, low-income populations, preferred, **5+ years** of experience in Workforce Development Field, preferred.
- Work closely with Executive Director to pace and drive development of the organization, including analysis and implementation of priorities, partnerships, and infrastructure needs while meeting or exceeding organizational goals and objectives.
- Ability to think broadly and strategically about our work, learning and responding quickly to new information and structures necessary to move SJI vision into reality.
- Excellent people skills with the ability to partner as a member of a dynamic leadership team, as well as the ability to implement and enforce standards and expectations consistently and fairly across the organization.
- Highly developed management skills, including, but not limited to: solid understanding of strategic planning, managing multiple programs/projects, finances, operations, branding and marketing.
- Fosters a work environment that encourages creative thinking, creates a culture of excellence and innovation, while adopting best practices and collaboration across departments.
- Ability to be flexible, multitask and work with ambiguous, fast-moving environment while driving toward clarity and solutions.
- Intermediate skills in the Microsoft Office suite, advanced skills preferred.
- Regular and timely attendance to meet the goals and objectives of the position.
- Reliable transportation, valid driver's license, and proof of required insurance required for local travel.
- Ability to travel nationally as necessary (approximately 10% annually).

Salary/Benefits/Location:

Salary DOE, company paid medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with match. We are located in the Beacon Hill neighborhood, south of downtown Seattle and close to I-90 and I-5.

TO APPLY, PLEASE CONTACT: Please e-mail your resume and cover letter to: kmichelclark@seattlejobsinit.com

Seattle Jobs Initiative is an Equal Opportunity Employer