



Deputy Director

Job Description

Transportation Choices Coalition seeks an experienced Deputy Director to lead the internal operations of our organization. The Deputy Director is a core part of the organization's leadership team. They will work closely with the Executive Director to oversee fundraising and operations. The Deputy Director will set strategic goals and actively manage a talented team to meet our ambitious goals. The Deputy Director will be part of a small team determining the future of this dynamic and growing organization. Candidates must be strong leaders, creative thinkers, and enthusiastic team players.

We are looking for someone who is passionate about building an adaptive people-centered culture grounded in advancing racial equity and social justice; strong employee performance and engagement, and learning; and who brings experience in fundraising to help catalyze our growth. The ideal candidate is an emotionally-intelligent manager and a strategic thinker capable of producing consistent, high-quality work in a fast-paced and exciting environment.

Reports to: Executive Director

Hourly Rate: \$80,000 annual salary

Position Type: Full-time, 40 hours a week, Based in Seattle, working remotely for the time being. Flexible schedule with some night and weekend work required.

About TCC

Transportation Choices Coalition is Washington State's leading non-profit organization working to expand transportation choices for everyone. Based in Seattle, our vision is to create vibrant and affordable communities connected by great transit for all. Our programs are focused on educating and building support for more transit, developing cutting edge policies to make it easier and more affordable for people to get around by rail, bus, bike and foot and winning new funding to support these transportation choices. In the last decade, we have won nearly \$30 billion in transit, bike and pedestrian investments.

TCC strives to be a great place to do great work. We prioritize a collaborative, team-oriented culture where everyone has a high level of ownership and performance in their roles, where we prioritize a regular practice of collective programmatic and operational anti-racism work, and where we care for ourselves, each other, and our community.

Key Responsibilities

Organizational Management (25%)

- Serve as a senior leader in the organization working to plan, build, and ensure success for the staff, Board of Directors, and our partners and stakeholders.
- Partner regularly with the Executive Director to develop strategies, and detail the progress and status of various priorities, and to report on such to the Board of Directors, donors, and funders.
- Participate in and help lead the development of strong organizational goals, planning, and strategic development.
- Create a strong culture of management and supervision across the organization.
- Lead annual work-planning and budget development process.
- Oversee an outcome-based annual Operations work-plan.
- Manage ongoing professional development of staff to embrace the development of team talent, skills, and capacity.

Fund Development (25%)

- Work alongside development team on creation of annual development plan, day-to-day implementation of plan, and general department administration.
- Manage strategy and planning for TCC 's membership and corporate giving program.
- Support Board members in executing their roles in governance, fundraising and program.
- Research grant opportunities, assist with writing and reporting.
- Coordinate within team on creation of development-related collateral and communications.
- Support other development activities and opportunities as they arise.

Team Management (20%)

- Manage, supervise, and coach a team to set strategic goals, meet our fundraising and communications plan, and support a values-based organization and team culture that makes TCC a great place to work.
- Supervise Manager-level staff in Operations, Development, and Communications including supporting their professional development and growth.
- Serve as hiring manager, including overseeing onboarding and evaluation plan.

Finance (15%)

- Oversee all regular finance activities including payroll, billing processes, monthly financial reconciliation and invoicing, conducted by Senior Operations Manager and contract Book-keepers.
- Maintain and update financial policies and oversee annual Financial Audit with external firm.
- Primary interface with the Board Finance Committee.
- Maintain relationships and accounts with our financial institutions.

Internal, planning, cross-functional support (10%)

- Professional development.
- Team check-ins.

Racial Equity Action Plan (5%)

- Meetings, trainings, and work related to our Racial Equity Action Plan development and implementation.

Primary Qualifications

- A demonstrated commitment to meeting a high bar and a history of getting things done even in the face of obstacles.
- At least 5 years of experience managing a team of staff.
- Demonstrated ability to successfully develop and meet fundraising plans and goals, specifically within corporate relations and individual giving.
- Excellent written and verbal communications.
- Experience working with a broad range of stakeholders.
- Experience leading diversity, equity, and inclusion work in an organization or a team.
- Ability to prioritize, manage and coordinate multiple tasks.
- Demonstrated commitment to racial and gender equity, and understanding the role inequities play in our society
- Willingness to work occasional evenings and weekends.

Secondary Qualifications

- Familiarity and interest in transportation or related issues.

The Successful Candidate Will

- **Have a coaching orientation.** You take the time to teach and offer useful and actionable feedback, make sure that people feel their efforts are appreciated, and expect that people will make mistakes and see those as opportunities for learning.
- **Take Ownership of your work.** You care deeply about getting results in your realm, and you do what it takes to get them, including paying attention to even small details, anticipating problems, offering creative solutions, driving work forward, and course-correcting when needed.
- **Be relationship-oriented and embrace collaboration.** You recognize the deep importance that relationships play in our work, and you build rapport and trust with others.
- **Center racial equity.** You are committed to understanding historical and current inequities and commit to shift power, resources, and decision-making to communities of color and those most impacted by issues related to transportation.
- **Commitment to our mission.** Excitement to be part of an organization committed to create a fairer and more equitable Washington.

Compensation and Benefits

This is a full-time, 40 hour per week salaried position based in Seattle starting at \$80,000 a year. Competitive benefits package including partial-paid medical, dental and vision insurance, retirement matching, vacation/sick policy starting at four weeks, 6 set and 4 floating holidays, professional development funding, and yearly transit pass. TCC prioritizes diversity and inclusion. Women, non-cis gendered people, people of color, and individuals from under-represented communities are strongly encouraged to apply.

Employment at TCC is based upon individual qualifications without regard to race, color, gender, sexual orientation, religion, creed, age, national origin, physical, or mental disability, marital, or veteran status, political ideology, gender identity, genetic information, or any other legally protected status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social/recreational programs.

Essential Physical Skills

This position requires frequent sitting, standing and occasional walking; occasionally lifting 15 pounds or more; manual dexterity to operate phones, computers, and other office equipment; strong command of the English language with the ability to be understood.

Environmental Conditions

Generally, in an office environment with occasional visits to external environments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. All TCC employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

To Apply

Submit cover letter and resume by email to Jaclyn Gault, Senior Operations Manager, at jobs@transportationchoices.org; indicate "Deputy Director" in the subject line. No phone calls please. *Applications accepted until February 15th, 2021.*

For more information about TCC, visit www.transportationchoices.org