

## JOB DESCRIPTION

**October 2021**

**Position Title:** Deputy Director

**Reports to:** Executive Director

**FLSA:** Exempt

### Organization

**MISSION** NECAT empowers adults facing barriers to employment through training in culinary skills, social-emotional development and career-readiness for success and long-term financial stability.

**VISION** We believe in a community where everyone - especially those facing obstacles has an equal opportunity for personal growth, achievement and a better future.

### CORE VALUES

- *Opportunity:* NECAT's founding principle is that everyone deserves to live a life of purpose—there is inherent ability to succeed in everyone.
- *Respect:* We meet our students where they are in their personal journey, with no judgement on past or personal circumstances, and partner with them in getting to where they'd like to be.
- *Transformation:* The combination of inspiration, skills training, emotional support and a compassionate environment motivates our students to make the changes they need to reach their personal goals.
- *Community:* We believe that we are interdependent and this makes each of us stronger.
- *Joy:* Happiness is important to the way we live and work.
- *Equity:* NECAT embraces diversity, equity & inclusion and is focused on ensuring its mission, services and governance reflect this commitment.

### Position Summary

The board and Executive Director (ED) are looking for a mission-focused, high energy, strategic, and process-minded leader with experience leading and managing staff and nurturing a trauma-informed performance culture. The Deputy Director (DD) must be able to help others at NECAT deliver measurable results to ensure its vision for the future becomes reality. Importantly, the successful DD will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to this mission. While it is essential that the DD bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the mission-driven spark that fuels NECAT's commitment to train, employ and empower adults who are looking to transform their lives.

## **Key Responsibilities**

The DD will be responsible for monitoring the execution of NECAT's programmatic priorities and outcomes prescribed in NECAT's strategic plan, allowing the Executive Director to focus on long-term strategy, external partnerships and public relations outreach. The DD will be in charge of making sure the day-to-day operations of NECAT's programs run smoothly, including management of program staff. While the Executive Director develops broad mission-oriented goals and objectives, the DD will ensure the development of the operating strategies to attain those goals. The DD will work with all program team members to monitor their work, not only ensuring each function stays on track to meet its goals, but also making sure each department understands its role in relation to the other departments and the nonprofit's trauma-informed approach to workforce development.

## **Staff Leadership**

- Ensure programmatic delivery is in accordance with NECAT's mission, its goals for program completion and job placement and specific grant objectives
- Instill a data-driven performance culture to consistently measure and evaluate progress on student recruitment, retention, graduation, placement and employment retention.
- Manage all program staff through a strong day-to-day leadership presence; challenge staff to embrace a culture of continuous improvement and trauma sensitivity so NECAT student employment success will be the envy of the workforce development community—the undisputed leader in effective culinary training.

## **Program Delivery**

- Oversee culinary, career readiness and Social-Emotional Learning curricula, tools and training, ensuring all are regularly updated and address the required competencies for student graduation and successful employment
- Ensure NECAT's commitment to delivering its program through a trauma-informed lens is reflected in program policies, procedures and practices.
- Cultivate and collaborate with programmatic partners (community based organizations and employers) to best utilize their resources, including coordination with NECAT's Culinary Arts Advisory Council and Diversity, Equity & Inclusion Advisory Board.
- Collect and synthesize data and information regarding program outcomes for informed decision making.

## **Budget, Office Management and Human Resources**

- Assist in the preparation of annual budget and interim reforecasts
- Evaluate monthly financial performance compared with budget and recommend operating modifications if appropriate
- Upgrade human resources functions including: onboarding of new program staff, staff development, performance evaluation and recruiting
- Assist in the review of NECAT's current technology infrastructure and scope out the next level of information technology that supports the growth of specific programs and the organization overall

- Work with Chef Instructors to ensure timely implementation and review of maintenance contracts.

### **Other Administrative**

- Join the Executive Director in strategy planning for new programmatic or business opportunities
- Assist Executive Director in producing high quality written materials for internal and external stakeholders to support partner cultivation, strategy development and fundraising
- Assist Executive Director and Development Director in executing a fundraising plan, especially for corporate and public sector funding streams
- Represent/stand in for the Executive Director on behalf of NECAT as required.

### **Key Qualifications**

As noted, this is an organization driven by its mission so experience in managing a “values-driven” organization will be highly prized. Culinary expertise is a plus, but it is not essential. Additional requirements are:

- Results-proven track record of exceeding goals in a mission-centric organization; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; the ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness
- Excellent written, oral communications and analytical skills (writing sample will be required)
- Ability to think strategically, anticipate future consequences and trends, and incorporate them into the programmatic and organizational plan
- Ability to effectively build organization and staff capacity with the Executive Director, developing a top-notch workforce and the processes that ensure the organization runs smoothly
- Exceptional capacity for managing and leading people; a respectful team builder who has the ability to connect to staff on an individual level and in groups; capacity to enforce accountability, cultivate, and learn the strengths and weaknesses of the team so as to put people in a position to succeed
- Enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation
- Experience in budget preparation and monthly budget reporting and review
- Proficient in MS Word, Excel and PowerPoint; familiar with database systems (preferably Salesforce or similar CRM)
- Undergraduate degree required; experience in nonprofit management highly desired
- Experience working with underserved populations in workforce development preferred but not required
- General knowledge of food industry and culinary training a plus but not mandatory.

**Essential Qualities:**

Team player, flexible, creative problem solver, demonstrates empathy, fearless, mission driven and business minded.

**Diversity, Equity & Inclusion**

NECAT's training model is strongly focused on leveling the playing field for adults who have been underrepresented or marginalized. But at this time of national reckoning with systemic racism, we realize that we need to do more to ensure that all of our collaborations and employer partnerships in the city respect this ideal and address and break the barriers that keep people from moving forward in their lives.

We believe a more diverse workforce will help to accelerate the pace of change, making Boston a more welcoming and vibrant place for *everyone* who lives, works and visits here. We applaud those who are advancing the DEI cause, and will work in concert with them to promote it in the food services industry and in the communities we serve.

**Physical Demands**

While performing the duties of this job, the employee is frequently required to stand, talk, walk, hear, taste or smell. The employee is occasionally required to sit, stoop, and kneel and should be expected to move up to 10 pounds, and regularly lift and/or move up to 50 pounds. Specific vision abilities include close and distance vision.