**Deputy Director Role Description**

**About Helping Link**

Since its founding in 1993, Helping Link has been committed to solving the needs of the Vietnamese community in Seattle by providing them with educational programs and resources in language, technology, and citizenship. We believe in supporting our intergenerational families, nurturing our communities, and fostering cultural resilience. Like a bridge that connects multiple points, Helping Link aims to unite and connect the Vietnamese community while also empowering members to celebrate their histories, cultures, and traditions.

**Our Mission**

To empower Vietnamese-Americans’ social adjustment, family stability, and self-sufficiency while nurturing community service and youth leaders.

We seek caring community members and professionals in search of culturally enriching relationships, passionate about creating space for mutual exchange and engagement. Join Us!

**Job Role**

This is a full time position (40 hours/week), reporting to the Executive Director. The Deputy Director will work closely with the Executive Director to oversee all internal operations at Helping Link, including communications and marketing, financial, grant and volunteer and staff management. The Deputy Director will also assist the Executive Director with the development of the strategic plan and the annual budget.

The ideal applicant will play a collaborative role in developing and implementing systems that increase the effectiveness and efficiency of our work and support our ability to grow and expand our impact. This is an outstanding opportunity for a motivated and detail-oriented individual who wants to make a substantial impact while gaining a broad set of experiences relevant to nonprofit leadership and ESL materials development.

**Primary Responsibilities**

* **Financial Management**
  + - Process invoices and reimbursements
    - Assist the Executive Director with the development of the annual budget and the strategic plan
* **Grant Management**
  + - Create a strategy for application, submission and reporting for grants
    - Streamline and manage the grant process
    - Manage all fundraising events (GiveBig, annual gala)
    - Manage all donation sources and special fundraising efforts
    - Cultivate relationships with funders
* **Staff & Volunteer Management** 
  + - Responsible for the hiring and recruiting additional staff/ volunteers to manage programs
    - Oversee the work of the Operations Manager and the IT Specialist
    - Assist the Operations Manager with volunteer recruitment and retention
    - Develop relationships with companies, universities and clubs
* **Communications and Marketing**
  + - Develop and implement the communications and marketing strategy with support from the Operations Manager. This includes managing the following:
      * + Newsletter
        + Email communications
        + Website
        + Social Media
        + Publications

**Qualifications:**

* Two years of progressive managerial responsibility. A nonprofit background a plus
* A self-starter with success in roles requiring execution of multiple tasks while responding to multiple priorities.
* Proven ability to work with efficiency, flexibility, and good humor
* Demonstrated ability to build and maintain relationships with a wide array of people
* Outstanding communication and interpersonal skills
* Successful ability to research and write grant proposals

This is a full-time exempt position. Some weekend hours are required. Candidate expects to work during the operating hours, which is Monday to Thursday, from 1PM-9PM and Friday from 10AM-6PM. This position is full time (40hours/week) and is currently hybrid until we can fully return to the office.

**Compensation:**

The annual salary range for this position is $60,000-$65,000.

Helping Link is an equal opportunity employer. We strive to create an inclusive and equitable workplace. We encourage applicants from all backgrounds.

**Application Instructions:**

If you are encouraged by and meet the qualifications you just read, we invite you to apply by sending your cover letter and resume to [careers@helpinglink.org](mailto:careers@helpinglink.org).