



**P.O. Box 638, Yarmouth Port, MA 02675
508-760-8187**

CARE Deputy Director

After 10 years of growth, CARE for the Cape & Islands is seeking a full-time Deputy Director for our growing non-profit.

About CARE

CARE (Creating A Responsible Environment) is changing how the people who live, work and visit Cape Cod sustain the natural and cultural environment.

Since 2012 CARE has:

- Awarded more than \$100K to fund 55+ grants such as water refill stations and educational displays.
- Organized over 4,200 volunteer hours in the community to further its mission.
- Launched and leads the Take Care Cape Cod campaign, collaborating with towns, chambers of commerce and businesses to encourage waste and litter reduction.
- Engaged children and families with Cape Crusaders and virtual scavenger hunt.

In 2023, CARE is launching a major region-wide initiative to transition the local food service industry from single use plastics.

About the Position

The Deputy Director will spend about 50% of their time assisting the Executive Director with programming – including leading new initiatives – and the balance of their time overseeing operations, including finance, human resources and IT. The Deputy Director will also assist the Executive Director and the Board of Directors with fundraising as needed.

PROGRAM & GRANT MANAGEMENT

- Leverage & grow collaborative public and private partnerships, including nonprofits, businesses, and county/state agencies
- Coordinate & facilitate educational collateral and presentations
- Coordinate public events including press and marketing
- Lead reusable program sub-committee and related research
- Oversee trial reusable program,
- Facilitate assessment & documentation
- Track and produce reports for grants

OPERATIONS/HR

- Improve operational management systems, processes and best practices
- Purchase materials
- Assist with legal compliance
- Responsible for planning, organization, and direction of the organization's operations and programs
- Recruit, train and supervise staff
- Help train and supervise AmeriCorps member if one is assigned to CARE, volunteers, interns and part-time staff

FINANCIAL

- Supervise the development of operations-based financial modeling in collaboration with the finance committee and accounting staff
- Perform quality controls and monitor production key performance indicators
- Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates

FUNDRAISING

- Assist ED and Board with donor relations and grant development
- Supervise preparation of accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.

About You

We are looking for a leader who embodies the organization's values, is excited about expanding the organization and guiding the current transformation. Someone who is a go-getter, has experience in the non-profit space, strong admin and operations skills and a love for preserving our beautiful environment will be a perfect fit.

Qualifications

- Proven work experience as Operations Manager or similar role
- Knowledge of organizational effectiveness and operations management
- Experience budgeting and forecasting
- Excellent written and verbal communication skills
- Leadership ability
- Degree in Business, Operations Management or related field preferred

Additional Details and How to Apply

This is a full time, contract/exempt position, reporting to the Executive Director based on Cape Cod. This position will require working outside of normal business hours, including occasional evenings and weekends. CARE is an Equal Opportunity Employer and will not discriminate on the basis of gender, race, ethnicity, or orientation.

To apply, submit a resume and cover letter to hello@careforthecapeandislands.org