**JOB DESCRIPTION: Deputy Executive Director**

The Deputy Executive Director is responsible for providing professional assistance to the Executive Director in implementing the policies promulgated by the RBAP Board of Directors and in the management of the day-to-day operations of the Association and the Foundation.

The Deputy Executive Director exercises functional supervision over all Association and the Foundation staff. The classification as actually functioning serves with the full line authority over all aspects of the Association and the Foundation. The position does not limit activities to those directed by the Executive Director but on his/her own initiative, deals with the entire scope of issues facing senior management and other duties that the Executive Director will assign.

**DUTIES AND RESPONSIBILITIES**

* Assists the Executive Director in the management of the day-to-day operations of the Association by monitoring and evaluating the activities and services of the various departments of the Association and the Foundation;
* Reviews, recommends for approval by the Executive Director, and monitors the implementation of goals, objectives, policies and procedures for all departments and divisions of RBAP and RBRDFI;
* Assist the Executive Director regarding the development, monitoring and implementation of the Association’s and the Foundation’s annual operating budget and various programmatic budgets; development and implementation of fiscal management and control procedures; and periodic financial reports;
* Recommends to the Executive Director direction regarding the administration of the Association’s programs under the RBRDFI, to include developing and implementing fundraising strategies; institutional proposal development and grant reporting;
* Serves as the Acting Executive Director in the absence of the Executive Director, upon Board confirmation; represents the Executive Director at meetings of public, private and community-based organizations, as required
* Conducts periodic meetings of senior management staff. Participates in executive staff and agency- wide meetings.

**QUALIFICATIONS**

* Education equivalent to the completion of a Bachelor’s degree from an accredited college or university in public or business administration, finance, education, the social sciences, or a related field, preferably with Master’s Degree;
* 10 or more years in senior management roles including staff supervision, human resources, fundraising, finance, and/or operations with at least five (5) years experience in a banking association;
* Successful in supervising and mentoring staff and supporting professional and leadership development. Excellent people skills.
* Results oriented with ability to work flexible hours and travel.