



Job Description  
**Deputy Director**  
SEED Impact, a Project of Tides Center



**Reports to:** Executive Director  
**Work Schedule:** Flexible, Remote

**Salary:** TBD  
**Job Status:** FT, excellent benefits (PT possible)

**To Apply:** Send 1) resume, 2) cover letter explaining your interests and fit with SEED Impact, 3) three references, and 4) recent report or other writing sample(s): [dreamjob@seedimpact.org](mailto:dreamjob@seedimpact.org).

### **POSITION SUMMARY**

The Deputy Director leads a team that equips under-resourced nonprofits with what they need to envision, measure, report, and scale their results serving marginalized communities. The position is responsible for project management for a large and rapidly growing client caseload; contributes skillful reflective listening to discern and narrate what clients do best; oversees the customization of evaluation instruments and platforms; and writes results-focused impact reports, tailored for appeal to each client's investors. The position fosters fertile client relationships, and ensures client success and satisfaction.

The Deputy Director represents SEED Impact with honesty, curiosity, creativity, passion to be of service, and commitment to equity, inclusion and best possible client outcomes. The position requires someone who can work remotely and be comfortable developing long-term partnerships via web-conference and phone. *Opportunity to contribute in meaningful social change missions across the country*, in a rapidly growing organization, with career potential for the right candidate—a triple threat entrepreneur (skilled with people, project management, and writing), as well as multi-cultural, nonprofit experience.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Customer Service**

- Engages with clients to discern their strengths; needs; opportunities; intended results; target audiences, and language that will move their audiences to action
- Serves as primary point of contact for evaluation service delivery—schedules meetings, fields client questions and concerns, delivers service, and keeps everyone on track to achieve desired outcomes
- Writes and edits impact reports that bring to life what each client organization does best

#### **Leadership, Administration and Technology**

- Supervises the evaluation services team which includes a master evaluator specializing in how to quantify life-changing results, and multiple graphic designers
- Oversees and refines customized tools, using survey technologies, worksheets and other platforms
- Coordinates and schedules client meetings, monitors contract fulfillment, and keeps evaluators, designers and clients on task
- Creates and monitors systems for efficient teamwork and coordinated, quality service delivery

#### **Writing and Editing**

- Helps develop and edit quarterly investor updates and annual reports on SEED Impact's results
- Contributes evaluation content for social media, monthly newsletters, blogs and other outlets
- Drafts client feedback surveys to understand what works and inform learning



### **EXPERIENCE**

- 8+ years' experience technical writing, story-writing, scope of work/proposal-writing and reports
- Rich experience with organizational assessment and program evaluation
- Experience working within low income and other marginalized communities of diverse constituents
- Ability to collaborate with a variety of stakeholders (staff, board, diverse client cultures, investors) in a culturally sensitive way
- Multi-lingual, including Spanish preferred
- Experience as a client of SEED Impact a plus

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Highly skilled listener and practiced dialogue facilitator
- Extremely strong in project management for teams, as well as personal commitment management
- Strong skills in oral, written and electronic communication, as well as editing
- Marketing knowledge and ability to tailor communications to the interests of multiple audiences
- Deep understanding and commitment to customer relations
- Well-organized, stellar attention to detail and follow through
- Creative, disciplined, self-starter with demonstrated ability to lead, follow, and be a team player
- Deep appreciation for nonprofit operational environment
- Strong skills in team leadership and staff supervision
- Ability to manage multiple timelines in a fast-paced environment and draw out best collective work
- Ability to work remotely, via web-conference and phone
- Passion to learn and grow
- Energetic and hard-working, with a fun sense of humor
- Fully proficient in Microsoft Word, Excel, Outlook, PowerPoint, and familiarity with Google Drive, Wix and Alchemer preferred, if not also Quickbase and programs to aid in the production of high quality, lead-edge data reporting as well as project management
- Committed to racial equity and deep social change
- Attention to self-care and spiritual well-being requisite to serve others

### **ORGANIZATIONAL RELATIONSHIPS**

All SEED employees must consistently demonstrate the intention to contribute effectively to the cultivation and ongoing stewardship of organizational relationships.

### **PHYSICAL DEMANDS:**

Requires working on your laptop or computer and engaging in web-based and phone meetings.

### **WORK ENVIRONMENT:**

Works remotely. There is flexibility in scheduling work hours and location, as project needs demand.

*SEED Impact, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.*