**11901 Oakfield Ave**

**Cleveland, Ohio 44105**

**Deputy Director- Job Summary:**

The Thea Bowman Center is a non-profit organization located in the Mt Pleasant neighborhood providing services to seniors, adults and families/children. Our Health and Wellness program focus is on food support and seniors outreach. Our community education includes computer literacy, job support and GED. The children program includes after-school and a summer programs. MY/COM Lead Agency for southeast Cleveland. The Thea Bowman Center is seeking a full-time Deputy Director to serve the organization and participants by ensuring high quality services and assist with operational success. The Deputy Director will participate in the planning, implementation and monitoring of all programs and services and ensure programs are in line with funding strategies, expectations and goals. The Deputy Director will have experience in managing programs including funding, team building, and an understanding of community engagement, inclusion, and racial equity.

**Duties include but not limited to:**

* Over sees all program operations -Health and Wellness, Community Education, MY/COM and TBC Children and monitor program grants and funding expenditures and needs.
* Supervise Program Directors and facilitate strategies that will maximize the synergies/collaborations among existing program areas.
* Coordinate training and professional development needs all staff including computer literacy proficiency as technology is forever changing.
* Cultivate existing community partners and volunteer relationships and ensure resources and access.
* Responsible for program and staff performance, data management and lead program teams to deliver documented successful participant outcomes.
* Assist the Executive Director with agency operational oversight and participate in board and committee meetings -budget, building and grounds, fund development and program.

**Qualifications:**

* MA preferred in Social Work, Non-Profit Management or Organizational Leadership
* Collaborative, transparent, and affirming leadership and management style
* Strong interpersonal, relationship building, community awareness, organization/leadership skills
* Minimum-3 years of leadership experience in non-profit management, government or administration
* Excellent verbal and written communication skills
* Program /project management skills, creative and imaginative and program evaluation skills
* Technology savvy/knowledgeable to enhance workplace productivity and data management

Position Type: Full time, salary exempt

APPLY: [ella.thomas@theabowmancenter.org](mailto:ella.thomas@theabowmancenter.org) or Attn: Ella Thomas -Thea Bowman Center

The Thea Bowman Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local l laws.