



**Today's
Students**
**Tomorrow's
Teachers™**

Position Title: Deputy Executive Director
Reports To: President and Chief Executive Officer (CEO)

Position Summary:

This position reports to and partners closely with the President and CEO to achieve the organization's mission and vision. The Deputy Director demonstrates passion for the mission of the organization, dedication to the customers we serve and maintains excellent client and partner relations. Accountabilities include managing human capital, financial operations, public relations, fundraising, marketing, information technology, event planning, and delivery of TSTT's student centered programs. The Deputy Director leads organizational effectiveness and supervises staff and contractors in these areas.

Key Responsibilities:

- Implement the organization's strategic plan to sustain and grow the organization
- Establish new partnerships with key stakeholders
- Manage all staff to accomplish the organization's top priorities
- Work closely with the CEO to provide updates and analysis of key measurements
- Develop and /or approve budgets and operations and provide objective analysis
- Develop evaluation strategies to monitor the organization's performance to achieve goals and objectives
- Discover ways to enhance efficiency and productivity of personnel, processes and procedures
- Supports Board and committee meetings as required.

Minimum Qualifications:

A minimum of seven years of management experience and a graduate degree in education, business management, finance, human resources, or related field. MBA and or Doctorate preferred.

Skills/Aptitudes

- Strong executive leadership and organizational skills with a bias for action
- Collaborative and confident, with an ability to unite and engage staff for performance
- Visionary – able to communicate and work toward organization's vision
- Fiscal management and budget development
- Business and project management process improvement
- Fundraising and community outreach
- Written and interpersonal communications
- Staff supervision and performance accountability, managing cross-functional teams
- Data collection and reporting in Excel and other data management and presentation tools
- Proficiency in Microsoft Office products, customer relationship management systems.

Work Location and Travel:

TSTT Headquarters, 333 Westchester Avenue, White Plains, New York
Additional travel to conferences and meetings as required.

Compensation:

Salary commensurate with experience and demonstrated skill level in key areas;
Participative flexible benefits program for Health Insurance; 403b Retirement plan.

TSTT™ "Strengthening Classrooms and Communities through Mentorship and Scholarship"©