



## Deputy Director

The LGBTQ Center of Durham's vision is to create a community where all LGBTQ+ lived experiences are affirmed, supported, and celebrated.

The Center supports LGBTQ+ people through services, programming, resources, and support networks that center their wellbeing and allows them to thrive.

Core programs include Project F.A.M. (housing, therapy, domestic violence, sexual assault, and gender services), LGBTQ+ Youth Center, and Pride: Durham, NC. Located in downtown Durham, North Carolina, the Center has a staff of nine, a ten-member Board of Directors and an annual operating budget of approximately \$1,000,000+.

## Job Description

### POSITION OVERVIEW:

The Deputy Director is responsible for providing comprehensive support to the Executive Director, program staff and organization, managing the organization's financial and office operations.

This position reports to the Executive Director.

### RESPONSIBILITIES:

**Finance Support:** Maintain the day to day financial operations of the organization, including, but not limited to:

- Process AP weekly and maintain vendor files
- Prepare and submit deposits
- Work with accounting firm and finance committee to complete month end, quarter end, and year end tasks and annual reporting for non-profit status
- Record and acknowledge all donations received
- Complete all required financial reports for grants

- Process payroll and maintain HR files and related tracking for employees

**Administrative Support:** Provide daily support to aid the organization in fulfilling its mission through a wide range of tasks, including but not limited to:

- Check and sort mail daily; log checks when received
- Answer, screen and respond to calls on behalf of the Executive Director
- Assist the Executive Director with preparation for meetings and events:
  - Securing space and coordinating needed setup and supplies
  - Sending confirmations if required
  - Creating, compiling and delivering required materials
  - Event management support
  - Putting mailings together
- Ensure proper record retention of documentation for the entire organization
- Order office supplies as needed and maintain vendor relations
- Assist with grant reporting and documentation

**Programmatic Support:** Provide sustained support to the executive director and programming staff aiding the organization in fulfilling its mission through a wide range of tasks, including but not limited to:

- Supervise program coordinator
- Oversee successful execution of Muse Masquerade and provide support to Pride: Durham, NC
- Assist the Executive Director in providing executive support and presence at events including:
  - Maintaining presentation materials
  - Reviewing program plans
  - Determining cost and allocation for programs.
  - Purchasing program supplies

## Qualifications

REQUIRED QUALIFICATIONS:

- Associates or Bachelor's degree in related field or equivalent 3+ years experience in similar capacity
- Proficiency in QuickBooks, Excel, Microsoft Office, and Google Apps
- Strong customer service skills and fostering relationships with donors
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response
- Must be detail oriented with strong organizational abilities, written and verbal communication skills, and analytical skills

- Positive approach to work, with ability to work independently as well as in a team setting
- Commitment to and knowledge of the greater Durham queer and trans communities and an understanding of issues affecting the Durham LGBTQ+ community, with strong anti-oppression/anti-racism lens.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting/finance or related field and broad knowledge of accounting principles
- Previous experience supervising and support staff
- Minimum 5 years of related experience and strong accounting knowledge; non-profit financial experience a plus

**Position Benefits**

Depending on education and experience, low to mid \$70's per year. Benefits include employer paid healthcare stipend, generous personal time off and paid holidays.