



SquashWise

Deputy Director

ORGANIZATION OVERVIEW

SquashWise partners with Baltimore youth to advance personal growth, educational opportunity and equity. Our year-round Out-of-School-Time program includes physical fitness and squash, academic support and enrichment, social-emotional learning, and college/career preparation. As the only public school squash program in Baltimore City, SquashWise brings a new generation of players into the squash community, which has historically existed largely in private clubs, schools, and colleges. SquashWise is committed to centering anti-racism and equity work in our mission, purpose, and activities.

JOB DESCRIPTION

Playing a critical role on the SquashWise team, the Deputy Director will work side-by-side with the Executive Director to hit key development and fundraising goals while managing daily operations and organizational infrastructure. The Deputy Director will be a driven self-starter eager to help take a grassroots nonprofit into our next phase of impact by supporting the success, sustainability, and growth of the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operational Leadership (50%)

- Develop and oversee strategic direction planning and implementation including an equity and anti-racism lens/framework
- Streamline, develop and implement policies, procedures and standard operating procedures for organization
- Prepare, manage and track annual operational budget and program-specific budgets
- Support program management and team culture by partnering with Program Director and overseeing staff work plan development and implementation
- Track program performance and outcomes to measure progress/impact monthly, quarterly, and annually for internal and external reporting and to inform organizational strategy
- Serve as point of contact for auditor, accountant, and contractual bookkeeper

Development & Communications (50%)

- Manage grant submissions, budgets, and development calendar



SquashWise

- Support Executive Director and Board of Directors with development plan including donor cultivation, foundation grants, and marketing/planning
- Support Executive Director in overseeing fundraising events and logistics
- Lead donor administration including donation processing, donor acknowledgment, and donor engagement
- Together with the Executive Director, research individual donor prospects and assist with donor cultivation and engagement
- Lead in creating Development materials including annual report and annual appeal
- Develop and share stories about SquashWise's impact through communications mediums such website, newsletter and social media management

REQUIRED QUALIFICATIONS

- At least 4-5 years' experience in operations, administration, development, leadership or logistics
- Experience with grant management and reporting
- Working knowledge of organizational finance and budgetary management
- Demonstrated proficiency in program goal-setting, monitoring, and evaluation
- Working knowledge of Baltimore City history, particularly within the context of racial inequity and social justice
- Skills, knowledge and/or passion for equity and anti-racism work
- Independent decision maker with strong leadership, collaboration, and problem solving skills
- Strong communication and interpersonal skills
- Adept at managing a dynamic workload to meet deadlines and achieve goals.
- Ability to learn new software and systems quickly.
- Proficient in Excel and Google Suite.

PREFERRED QUALIFICATIONS

- Candidates that value healthy living/fitness/athletics as critical for personal development; Squash knowledge/experience is *not* a requirement to join our team
- Knowledge and/or experience of evaluation practices in the education sector / youth development field
- Experience in Communications including website oversight and newsletter management
- Strong interest in organizational development and team-building
- Passion for the power of sports for youth development



SquashWise

- Experience with Customer Relationship Management software (such as Salesforce)
- Experience with Quickbooks Online

BENEFITS

- Generous benefits including health, dental, and vision insurance, and retirement matching account.
- Flexible work hours and generous PTO.
- Opportunity to be part of an energetic and collaborative team seeking to advance equity and increase access to sports and education for Baltimore youth.

TIMELINE AND COMPENSATION

- \$70,000-\$75,000 commensurate with experience
- Start date early 2021

REMOTE WORK

SquashWise is currently working largely remotely during the pandemic, with occasional in-office work for necessary tasks (masks and distancing). We continue to assess our work setup in light of the public health context.

HOW TO APPLY

Send cover letter and resume to Abby Markoe, Executive Director,
abbym@baltimoresquashwise.org

EQUAL OPPORTUNITY EMPLOYER

SquashWise is an equal opportunity employer committed to an inclusive and welcoming workplace environment, free of discrimination and harassment. We celebrate and support the diverse cultures, perspectives, skills and experiences within our workforce and our community.