Deputy Director

Bayou City Waterkeeper (BCWK) seeks a Deputy Director to join our growing, interdisciplinary, and highly collaborative team to manage and implement operations, finance, and all administrative functions, ensuring organizational systems and programs are on track with the strategic plan.

Job Description

The Deputy Director (DD) will be a talented systems thinker who ensures our operations, financial, and administrative functions are optimizing the outcomes of the organization. Our ideal candidate has strong organizational, management, coaching, analysis, and writing skills, as well as high emotional intelligence. Candidates should be able to look at processes and determine the system that will enable and sustain success, as well as have strong organizational practices that align with our values. The DD will oversee the day-to-day operations of the organization, including management of the office, human resources, finances, and grants, and analysis and improvement of organizational processes to improve quality, productivity and efficiency. The DD will work closely as a partner with and report to the Executive Director (ED).

About Bayou City Waterkeeper

Bayou City Waterkeeper is a water justice organization working across the Lower Galveston Bay watershed that encompasses greater Houston, for more than two decades. With law and science, we work with local communities to build power, fill gaps in regulatory enforcement, and push back against water injustices and irresponsible development. Our key program areas are Clean Water, Protecting Wetlands, and Just Climate Transitions. Learn more on our website.

Our Values

Recognizing the complexities of our watershed, the challenges we face to protect our waters from the harms of urban development and industrial activities, and the importance of being responsive to the needs of the communities we serve, our work is guided and informed by five values:

- Interconnectivity: Collaborate across disciplines and create multiple ways to engage
- Fluidity: Embrace movement and adaptability in our work
- Bold action: Have hard conversations, disrupt dysfunctional systems, create new frameworks, bring together unconventional allies, and move data and research into action
- Justice and equality: Call out and act to undo inequities in our watershed
- Regeneration: Embrace water as a site for healing, joy, celebration, reflection, and growth
Responsibilities

**Strategy and Operations**
- Serve as project director stewarding effective delivery of BCWK’s multi-year organizational strategic plan.
- Lead design, implementation, and evaluation of 1-year work planning processes, building on the 3-year strategic plan, ensuring that the organization meets its measures of success.
- Lead collaboration across staff to ensure coordination on annual planning.
- Manage major organizational initiatives and work streams, which may include leading cross-functional teams to address emerging needs. Optimize work systems to ensure productivity, accountability, and improve day-to-day strategy and internal communication.
- Help manage recruitment, hiring, orientation of employees; implement compensation determinations; manage benefits for all staff.
- Oversee office management; liaison to building maintenance staff; IT and phone support.
- As directed, help to develop, implement and review operational policies and procedures.
- Ensure all legal and regulatory documents are filed and monitor compliance thereof.
- Help promote an organizational culture that is values-aligned and encourages top performance, high morale, and accountability.
- Manage and/or support projects to enhance strategic and administrative support and effectiveness of the ED.

**Financial Management**
- Administration of all financial plans and general financial oversight and monitoring.
- Oversee accounting: supervise bookkeeper; ensure adherence to accounting policies and practices; and coordinate and support preparation of annual return with accounting firm.
- Supervise preparation of monthly financial reports and create additional reports as needed for grants, projects and Board meetings.
- Prepare annual budget in coordination with ED and staff.
- Present all relevant financial data for approval to ED and Board.
- Gather content for annual report; work with Communications Manager and other staff on creation.
- Working with ED, help prepare materials for Board Meetings and act as staff liaison, when needed to board and partners.

**Fund Development**
- Lead administrative aspects of individual giving, grant management including donor research, data management, donor communications, pre-proposal and grant application development, budget development, and tracking and reporting.
- Assist ED with implementation and management of annual fundraising plan.
- Ensures that funding streams and grant agreements align with our values, theory of change, and strategic plan.

**Qualifications & Requirements**

*Highly competitive candidates will have some combination of:***
- Demonstrated experience in organizational/resource development, personnel management, and financial/budget administration.
- Advanced proficiency with Google Drive, Asana, Slack, ADP, and Quickbooks.
Bring a constituent-driven mindset to both internal and external relationships, building and nurturing rapport and trust, and placing high value on relational skills.

Able to think quickly, effectively manage day-to-day projects and tasks, and prioritize assignments. A successful track record in setting priorities with organization and problem solving skills that enable sound decision-making. Patience and the ability to ask probing questions of staff.

A self-starter able to operate both independently and collaboratively, balancing independent judgment and decision making with seeking clarification, collaboration and following existing processes when needed and available.

Embody personal qualities of integrity and credibility. Maintains confidentiality.

Systems-thinker with spark, imagination, and creativity.

Excellent written and verbal skills.

Willingness to learn and grow with the organization.

Commitment to supporting impacted communities.

Commitment to racial justice, anti-racism, and understanding of and commitment to using anti-racist lens in advancing justice, equity, diversity, inclusion, and accessibility.

A love for our region.

Prefer degree in business or nonprofit management, public administration, or relevant field, or equivalent experience.

***Research shows that women and people of color are more hesitant to apply for a job because they may not meet all of the qualifications listed. The candidate hired may not precisely meet all of these qualifications, but will show the desire and capacity to grow into the role and fit within our small, close-knit team. If you feel passionate about our efforts and believe you have the skills to contribute to the growth of our organization, we want to hear from you.

Schedule/Location

We allow for flexible work schedules so our staff can be responsive to community needs and balance work and personal responsibilities. Our standard week is 36-40 hours. Occasionally, more than a regular week, including some evenings and weekends, will be necessary, and staff are encouraged and supported to work reduced hours to offset heavy-hour weeks. Some local travel is required. Our staff meets in person once per week, and when necessary or beneficial, this position will be expected to occasionally meet with staff and partners, or attend other events in person. Otherwise, our work is virtual. Given the place-based, community-centered nature of this work, this position must live within the Lower Galveston Bay watershed.

Salary & Benefits

$80,000 - $90,000. Benefits include: unlimited paid leave, paid holidays, and paid parental leave; subsidized group healthcare, dental, and vision coverage; BCWK-funded IRA contribution; and negotiable flex hours. This is a full-time, at-will, exempt position.

Application Instructions

For equal consideration, please send a resume and letter explaining your interest to careers@bayoucitywaterkeeper.org with subject line “Deputy Director” by July 7, 2023. The interview process will include three stages. A final decision is expected by August 11.
Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are given equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.