United National Indian Tribal Youth, Inc. (UNITY) is hiring a full-time Deputy Director, who will report to and be supervised by the Executive Director.

The position requires an experienced and exceptional manager and leader to work closely with the Executive Director to achieve the organization’s mission and vision. The Deputy Director is responsible for organizational effectiveness by managing operational functions of finance, accounting, contracts, human resources, and programs and supervises staff and contractors in each of these areas. Ensures effective operations between external accounting firm and UNITY. The Deputy Director collaborates closely with the Executive Director to monitor and manage all budget related operations, including cash flow management. The Deputy Director will assist with the development and implementation of a comprehensive funds development program with current program supporters and new sources as necessary to meet programmatic, general operating, salary, and resources needs. The Deputy Director will oversee contract/grant compliance to ensure UNITY meets all requirements and remains in good standing with all funders. The position assists with marketing and promoting the organization to maintain visibility, building key client relationships, and supporting the Executive Director in identifying potential funding sources.

The Deputy Director must be dedicated to those UNITY serves, shows a passion for the organization’s mission, and enables excellent stakeholder relations. He/she will maintain a balanced culture, which combines the richness and relevance of programs with the efficacy of best business practices, fiscal accountability, and organizational impact.

The Deputy Director focuses on improving operations, overseeing daily operations, planning, and developing and overseeing the use of resources. Develops tracking and reporting tools, updating Standard Operating Procedures (SOPs), and facilitates effective flow of information across the organization and its exterior network. The position will manage resource planning, staff recruiting, performance, and professional development. The selected candidate will work closely with all other organizational managers to develop organizational goals, track progress, and increase their effectiveness as leaders.
Job Functions:

- Assume day-to-day program operations in the absence of the Executive Director.
- Develop a fund development plan.
- Conduct regular meetings with staff and internal/external workgroups necessary for effective internal communications and external relations.
- Represent management in the grievance process to ensure compliance with the SOP mandated by the Council of Trustees.
- Attend UNITY Trustees' meetings and give reports, including UNITY’s Annual Report.
- Expand and enhance the quality and depth of UNITY’s programs and services.
- Foster productive relationships with local, statewide, and national organizations, and the public and funders.
- Take leadership role in the strategic planning process and help ensure that UNITY has a long range strategy that achieves its mission and promotes consistent and timely progress.
- Assess significant developments and trends in youth services at the local, state, and national levels and promote related changes to strengthen UNITY’s programmatic offerings.
- Supervise program managers; conduct quarterly and annual reviews and address related issues.
- Monitor contracts and ensure compliance with regulations and policies of UNITY funders.
- Assume temporary management of a project in the absence of a manager.
- Received training as necessary to maintain/develop expertise in areas of youth leadership development, training/programmatic best practices, and juvenile justice and delinquency prevention.
- Take lead role in planning, designing, and conducting an ongoing approach to building a strong UNITY team of staff and managers.
- Further UNITY’s mission by identifying, developing, and nurturing partnerships with individuals, tribes, businesses, and other organizations.
- Perform other tasks that may be assigned by the Executive Director.

Skills and Qualifications

- Bachelor's (Required). Master’s degree preferred.
- Minimum 5 years of youth related work required.
- Minimum of 5 years managerial experience.
- Mission-driven; passionate about UNITY’s mission.
- Experience working with governing bodies, including boards of directors, advisory committees, volunteers and youth councils.
- Demonstrated ability to work with those with diverse professional backgrounds and experiences.
- Proficient and knowledgeable in the use of computer software and tools (Word, Google, etc).
- Ability to summarize data and information for internal and external use.
- Results/action-orientation; project management skills.
- Good communication and negotiating skills.
- Commitment to diversity.
- Commitment to working with youth and adults who work with youth.
- Strong strategic/financial analytic skills.
- Excellent written, verbal, and presentation skills.
- Experience creating plans, budgets, and timelines preferred, and
- Have ability to work with a team to organize and oversee work assignments and create and carry out multi-faceted plans.

Job Location: Mesa, Arizona  
Contact: Mary Kim Titla (mk.titla@unityinc.org)  
953 E. Juanita Ave, Ste. C, Mesa, AZ 85204  
Deadline: June 1, 2021  
Open Until Filled: Submit cover letter, resume, writing sample, and three references  
Equal Opportunity Employer  
Job Type: Full-time  
Pay: Up to $60,000.00 per year, depending on experience and capability  
Benefits:  
- Health insurance  
- Paid time off  
- Retirement plan  
Schedule:  
- 8 hour work day  
- Monday through Friday  
- May work weekends or holidays  
Education:  
- Bachelor's (Required)  
- Master's (Preferred)  
Company's website:  
- www.unityinc.org  
Benefit Conditions:  
- Waiting period may apply  
COVID-19 Precaution(s):  
- Remote interview process available  
- CDC guidelines observed