The Greater Los Angeles Agency on Deafness announces an opening for

DEPUTY DIRECTOR

Position: Deputy Director
Reports to: Chief Executive Officer
Location: GLAD Headquarters (Los Angeles)
Classification: Exempt, 100% FTE

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Chief Executive Officer, the Deputy Director:
1. Seeks and applies for grants through foundations and/or governments.
2. Works closely with directors in implementing new programs and services;
3. Works closely with the Chief Executive Officer to monitor contract and grant compliance with goals to ensure that all reports are submitted accurately and in a timely manner for all programs;
4. Works collaboratively with other service agencies and individuals to maximize resources and services;
5. Oversees Pathways to Success Program and ASL classes
6. Serves on committees and commissions on behalf of the agency, representing deaf and hard-of-hearing people as designated by the CEO;
7. Coordinates the data-collection and statistics functions of the agency;
8. Supports the CEO on privacy-related matters, including developing policies and training;
9. Conducts tasks and responsibilities as may be delegated by the CEO.

QUALIFICATIONS:

1. Undergraduate degree in Administration, Business, or other related areas. At least five (5) years of documented experience in a related field.
2. Fluency in American Sign Language is required.
3. Background and working knowledge of various laws, contract compliance, and programs benefiting and protecting the rights of deaf and hard-of-hearing individuals.
4. Familiarity with contract compliance requirements.
5. Must be detail-oriented and a team player.
6. Must have administrative experience and strong problem-solving skills
7. Attention to detail in all written and verbal communications
8. Must be able to communicate and interact with the consumers GLAD serves at all levels
9. Must maintain the highest level of confidentiality, with a demonstrated ability to perform professionally. Punctuality and reliability are a must.

- Work schedule: Mondays-Thursdays (office); Fridays (may work from office or remotely from home)
- Must have reliable transportation and maintain up-to-date auto insurance.
- All GLAD employees must be fully vaccinated against COVID.

Salary Range $82,000 - $90,000 annually (commensurate with experience)

Open Until Filled

To apply, go to:
https://gladinc.bamboohr.com/careers/76?source=aWQ9MTI%

GLAD is an Equal Employment Opportunity Employer

GLAD is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of GLAD and prohibits unlawful discrimination by any employee of GLAD, including supervisors and co-workers.