



Job Description | Deputy Director | Exempt

Are you ready to provide leadership for one of the most effective community based change organizations in the country? The Foundation for Tacoma Students is seeking a dynamic leader to fill the role of Deputy Director. This leader will support the organization to operationalize a new strategic plan, help build and strengthen internal and external processes, and be part of the executive leadership moving the organization to the next level in our organization's natural evolution.

About the Foundation for Tacoma Students

The Foundation for Tacoma Students (FFTS) plays a unique role in supporting the Graduate Tacoma community-wide movement. The Graduate Tacoma movement comprises more than 350 community partners that span the entire education ecosystem. We are parents and educators, early learning and higher education, business and labor, youth and community service, civic and philanthropy, local government and communities of faith. The Foundation for Tacoma Students and the Graduate Tacoma community movement believe in a Tacoma where every child succeeds in school, career, and life.

As the movement's 501(c)3 backbone organization, FFTS helps align organizations, institutions, and individuals around positive outcomes for students. We do this by connecting and convening partners and stakeholders, leveraging data transparency and analytics to inform decisions, supporting scalable professional development and continuous improvement processes, aligning funding and resources to deepen and scale what is working and to catalyze new and emerging practices, and by centering policy and advocacy in all we do to create a more equitable and sustainable system for all.

Position Description

The Deputy Director is a key part of the Foundation for Tacoma Students' Executive Leadership Team and supports overall operations for the organization. The Deputy Director will support the Executive Director directly and provide strategic, thought-provoking guidance on how the organization functions in service to the overall vision, mission, and goals of the organization.

919 South 9th Street | Tacoma, WA 98405 | (253) 272-1600 | hr@graduatetacoma.org

The Foundation for Tacoma Students does not discriminate against any applicant because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, marital status, or sexual orientation in hiring, training, termination, recommendations, rates of pay, or other terms and conditions of employment.

This position is full-time with benefits and reports directly to the Executive Director. The successful candidate must be willing to travel, work varied hours, and have an ability to network with stakeholders at every level.

This position will be responsible for two critical areas of the organization:

- I. **Organizational Culture & Internal Operations:** As a key leader of the organization, management and facilitation of internal operations and strengthening the FFTS organizational culture will be a critical function for the successful candidate.
- II. **Cross-sector Community Partnership & Alignment:** As a key representative of the organization, relationship building, alignment of workflow and deepening partnerships across sectors and agencies will be critical to the advancement of the Graduate Tacoma movement and realizing the community's 2030 goal.

Detailed Duties and Responsibilities

The Deputy Director will directly support the Executive Director in the following areas:

- organizational mission & strategy,
- board governance,
- financial performance and viability,
- management and alignment of new initiatives and programs,
- writing projects, including concept papers, grant applications, and more, and
- coordination of the organization's large-scale events each year.

Critical Areas for the Deputy Director

- Organizational Culture & Internal Operations
 - Provide overall direction and management of FFTS operations, including staff supervision (direct reports + indirect guidance), HR processes, and facilitation of the annual performance review process
 - Build and strengthen internal systems in alignment with FFTS' organizational processes, including strategic planning templates and tools, meeting and training sequences, and budgeting
 - Provide guidance and direction for annual strategic planning process by filtering approaches and strategies through Graduate Tacoma goals and indicators
 - Align, track, and measure inputs and outputs of staff against the FFTS strategic plan
 - Track and assess the professional development needs of staff and create/advocate for opportunities to support outcomes and aid internal system improvements

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➤ **Cross-sector Community Partnership & Alignment**

- Create, maintain, and strengthen relationships with key stakeholders that make up the Graduate Tacoma movement
- Develop and facilitate partnerships across systems and sectors to include, but not limited to: workforce development organizations, business/industry representatives, healthcare sector, housing agencies, government, and other partnerships across the cradle to career education spectrum
- Promote and maintain responsive community, parent, and student engagement relations
- Collaborate with Graduate Tacoma partners and other key stakeholders to facilitate the usage of race and equity tools to address systemic disparities in service delivery to children, youth, and their families
- Represent the Foundation for Tacoma Students and the Graduate Tacoma movement in various settings
- Connect with and inform FFTS board members on strategies and updates
- Expand current partner alignment efforts to support Graduate Tacoma's commitment to community feedback loops

Experience, Skills, and Competencies

- Bachelor's Degree with five or more years of experience in education, community building, and/or system building
- Three or more years of professional experience and proven success in team leadership and staff management
- Demonstrated strategic and critical thinker with the ability to adapt to unexpected situations or outcomes
- Strong experience working with disenfranchised communities, particularly communities of color and those impacted by poverty
- Impeccable written and oral communication skills with an ability to interact effectively with diverse groups
- Strong interpersonal and public speaking skills to effectively communicate the organization's vision, goals, and strategies to all audiences
- Demonstrated experience helping practitioners use data to improve performance and strong working knowledge of education-related data
- Excellent project management and organizational skills with minimal supervision
- Proven success leading and managing projects with multiple external partners
- Ability to clearly communicate technical information to a wide variety of audiences
- Ability to manage details and work independently in a fast-paced, highly adaptive environment

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Desired Skills and Achievements

- 5 + years of senior level organizational management and supervision
- Deep understanding of education inequities and systems change processes
- Demonstrated experience with donor engagement and organizational fundraising
- Understanding of the Foundation for Tacoma Students, the Graduate Tacoma Movement, and the history of the organization in the Tacoma community
- Strong familiarity with Tacoma/Pierce County equity issues (racial, economic, geographic, etc.) and broader ecosystem of education
- Experience with public policy and advocacy

Compensation

The hiring range for this position is considered a Scale 5 and ranges from \$125,000 - \$145,000. Salary for the job is commensurate with experience. This position offers a competitive benefits package.

How to Apply

Please email a Resume and Cover Letter to Leigh Butler at hr@graduatetacoma.org using the subject line “Application for DEPUTY DIRECTOR – YOUR NAME.” **No phone calls, please.**

Our Vision: A Tacoma where every child succeeds in school, career, and life.

Our Mission: To build and strengthen Tacoma’s community-wide movement to help every child achieve success from cradle to college and career.

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