Title: Deputy Director
Reports to: Executive Director
Status: Salaried, exempt
Salary Range: $100- $120K Total compensation includes a generous benefits package with medical, dental, 401(k), and paid time off (PTO)
Schedule: Full time; Occasional evenings/weekends required.

About Headlands Center for the Arts
Headlands Center for the Arts is a multidisciplinary, international arts center dedicated to supporting artists; the creative process; and the development of new, innovative ideas and artwork. Where we are is as important as what we do. Our campus comprises a cluster of artist-rehabilitated military buildings, just north of the Golden Gate Bridge at historic Fort Barry in the Marin Headlands, a part of the Golden Gate National Recreation Area.

Mission
Headlands Center for the Arts provides an unparalleled environment for the creative process and the development of new work and ideas. Through a range of programs for artists and the public, we offer opportunities for reflection, dialogue, and exchange that build understanding and appreciation for the role of art in society.

Position Description
The Deputy Director reports directly to the Executive Director and is a vital member of the senior leadership team. The Deputy Director provides the leadership, management, and vision necessary to ensure that Headlands has the proper financial strength, administrative and operating efficiencies, and people systems in place to effectively grow the organization and ensure the long-term sustainability of Headlands. A key responsibility of the Deputy Director is to proactively shape the organizational culture and ensure it aligns with the organization's values.

The person in this role will collaborate with members of the leadership team to establish a long-range planning culture, set and implement organizational strategy, and translate the strategy into operational objectives across departments. The Deputy Director also determines what resources, including people and money, are needed to achieve these objectives. Ultimately, the Deputy Director is responsible for successfully meeting earned income goals, managing the organization's expenses, and overseeing long-term organizational planning, especially as it relates to finances and the Campus Improvement Project.

The Deputy Director is responsible for overseeing the operations, finance, facilities, and human resources functions at Headlands. In addition to being a liaison to key Board members, this role will directly supervise the Director of Operations and Human Resources, Director of Facilities, and Finance Manager roles. In addition, this role will oversee and participate in the Diversity, Equity, Inclusion, and Access (DEIA) Committee, which is composed of four staff representatives.

Responsibilities
All of the duties and responsibilities outlined below are essential job functions subject to reasonable accommodation. This job description should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other non-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and will regularly be reviewed.
Leadership Team

- Serve as both a department head and a member of the leadership team that sets the tone and culture of the organization.
- Represent and advocate for the overall wellness of the institution; model behavior and organizational core competencies to all staff.
- Represent the organization internally and externally.

Finance

- Oversee financial management functions including accounting, budgeting, and reporting systems.
- Serve as primary staff liaison to the Finance and Audit Committees of the Board, the Board Treasurer, and auditor.
- Supervise full time Finance Manager and liaise with Bicycle Accounting firm.
- Strategize the organization’s approach to fiscal and cash management, financial investments, financial policies.

Human Resources

- Work closely with the HR team to provide overall leadership for the human resources functions and culture setting at the organization through hands-on management of Headlands’ diversity, succession planning, retention, training, and leadership development initiatives.
- Liaise with legal support on matters pertaining to performance management, risk-management and disciplinary actions.
- Steward the continued development and implementation of a diversity, equity, and inclusion framework that spans across all departments and constituencies.
- Ensure a healthy, collaborative work environment and advocate for a dynamic, forward-thinking office culture.
- Conduct an annual review of all artist, vendor, and contractor contracts.

Operations and Administration

- Work with the Executive Director and Board to ensure long term strategic planning; communicate across the organization and share progress towards those goals.
- Supervise Operations department staff, including the design and implementation of long-range and day-to-day goals.
- Manage the organization’s administrative systems and processes with an eye on keeping the organization running as smoothly and efficiently as possible.
- Continually investigate and introduce process improvement measures and present suggestions to the senior team for consideration.
- Manage all insurance policies, not limited to worker’s compensation and liability insurance.

Facilities and Kitchen

- Supervise Director of Facilities to ensure a functional campus in support of Headlands’ programs and advance the Campus Improvement Plan.
- Collaborate with the Director of Facilities and Executive Director to manage the relationship with the National Park Service.
- Serve as primary Headlands contact with NPS for all business matters.
- Manage the Board’s Site Committee in collaboration with the Director of Facilities.
- Play a key role in steering the design and implementation process for Campus Improvement Project, advising on design phases and revisions and communicating out to key stakeholders.
Position Requirements

- 5+ years working in the non-profit sector and project management experience.
- 4+ years experience as a manager and supervisor.
- Experience with non-profit 501(c)3, specifically in the areas of financial management and analysis, and preferably in the areas of facilities and construction management, administrative and operations management.
- Demonstrated commitment, experience, and competence in working with a diverse, multi-racial, multicultural, and socio-economic population.
- Demonstrated ability to optimize resource use and motivate teams to ensure the organization is running smoothly, efficiently, and strategically.
- Highly organized and resourceful, excellent attention to detail, ability to prioritize and manage time well to accomplish all essential tasks and meet deadlines.
- Innovative thinking, flexibility, and the ability to handle shifting priorities are critically important.
- Ability to think entrepreneurially and maximize and expand earned income from existing and new programs.
- Familiarity with Microsoft Office, project management, database, and bookkeeping software.
- Experience with the contemporary art sector and public/private partnerships is a plus.
- Due to our Marin Headlands location, reliable vehicle access is required.

Physical Requirements

- Frequently required to talk and hear; stand; walk; use hands to handle or feel; reach with hands and arms.
- Occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.
- Must be able to do extended periods of work at a computer.
- Must be able to assist with events, which includes lifting up to 25 lbs.

To Apply

Headlands Center for the Arts is committed to a diverse and pluralistic workplace and strongly encourages applications from all qualified individuals. People of Color and members of the LGBTQIA community are strongly encouraged to apply.

Interested candidates should email a single PDF attachment that includes both a cover letter and resume to jobs@headlands.org. The subject line of your email should be Deputy Director / [Your Name]. Headlands will review applications on an ongoing basis, but being a priority hire for the organization, we encourage you to apply as soon as possible.

Review of applications will begin on Monday, March 27, 2023 and will continue until the position is filled. Please note: Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

Equality Employment Opportunity Policy

Headlands Center for the Arts is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such Headlands is committed to a policy of equal employment opportunity for all applicants, employees, volunteers, and interns. Headlands makes decisions based on the merits of each candidate.

Headlands Center for the Arts prohibits discrimination based on an individual’s race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender
identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. Headlands will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.