The Training Source, Inc. is an award-winning nonprofit organization that provides comprehensive employment training and job placement assistance for unemployed and/or economically disadvantaged citizens in the Suburban Maryland / Washington, DC area, as well as youth programs, employer staffing and training services and community outreach and education. Our mission is to provide education, training and services that promote positive economic mobility. Our goal is to develop not only the skills needed for success, but also the desire to succeed by utilizing the skills and abilities of our team to assist others in overcoming barriers and realizing their full potential. The Training Source is fully Standards for Excellence® accredited and GuideStar® Platinum rated for demonstrating the highest levels of ethics and accountability in the nonprofit sector.

EMPLOYMENT ANNOUNCEMENT

DEPUTY DIRECTOR

The Deputy Director will report to the Executive Director and will assist in the financial, administrative, personnel, and programmatic management of the organization. S/he will help ensure compliance with all contractual obligations required by the organization’s various funding sources. S/he will represent The Training Source throughout the organization’s service area.

The Deputy Director will be an inclusive, adaptive and creative manager with a successful history of empowering low-income individuals in their quest for personal growth and career development. S/he must have a firm understanding of grassroots nonprofit operations and be committed to working in an environment with multiple competing demands.

The Deputy Director will be a strong leader with a proven skill set that challenges and supports the staff working under his/her direction; and will have the confidence and skills to lead the organization on a day to day basis and to fill-in for the Executive Director when required.

Specifically, the Deputy Director will work with the Executive Director to:

- Implement the organization’s strategic plan and develop future plans as required
- Assure that administrative, financial, and program reporting requirements of funding sources are strictly followed
- Manage the operations of the organization within the specific policies established by the organization and assist in development of new policies
- Supervise, train, evaluate, and support key managers throughout the organization
- Prepare new and renewed funding proposals that meet the requirements of the funder and the mission of the organization
- Develop and maintain positive working relationships with funders, partners, and clientele
- Support the organization’s effort in the areas of fund development and community relations
- Provide fiscal management support in the areas of budget, accounting, and financial reporting
Qualifications:

- Bachelor’s Degree in business or nonprofit administration, human services, or other related field; Master’s Degree and/or relevant certifications preferred
- Five years of progressively responsible work in the areas of workforce development, human services, human resources, contract management; three of which must be in a management capacity
- Excellent written and oral communication skills
- Supervisory experience
- Experience in public speaking on behalf of an organization
- Demonstrated success in consensus building and collaboration
- Self-starter, creative thinker, and ability to work with people from diverse backgrounds
- An optimistic outlook, a hands-on approach, and a clear record of achievement working within an under-resourced work environment
- Experience with budgets, fundraising and grant writing
- Sound skills in all Microsoft Office applications
- The ability to travel within the service region

Compensation & Performance Management:

This is an exempt, management-level position. Salary is commensurate with experience, with opportunities to earn additional income through evening and/or weekend contractual work. Probation Period: 6 months. Benefits: employer paid health (50% for employee); retirement, life, and long-term disability insurances (100% employer paid); paid annual leave, including bonus week at holidays; paid holidays; staff development education allotment and mileage reimbursement for local travel.

Performance will be evaluated based on measurable outcomes and results as well as competencies such as adaptability, accountability, communication, customer focus, and strategic thinking. Commitment to excellence is a requirement for success.

How to Apply:

Please send cover letter and resume online to contact@thetrainingsource.org. Include Deputy Director in the subject line. Applications will be reviewed and accepted until the position is filled. Applicants to be interviewed will be notified. Please no telephone inquiries.

The Training Source, Inc. is proud to be an Equal Opportunity Employer

The Training Source is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, creed, color, religion, gender, sexual preference, nationality, marital status, age or disability. The Training Source will not tolerate acts deemed to constitute discrimination or harassment based on gender, sexual preference, race, color, religion, national origin, marital status, age, disability, or any other characteristic protected by law.