



www.ccyoso.org

125 Corporate Place, Suite A,
Vallejo, CA 94590
(707) 644-8909

620 Main Street,
Woodland, CA 95695
(530) 241-4081

Job Title:	Deputy Director	Job Category:	Exempt Employee
Department/Group:	Administration	Travel Required:	Yes
Location:	Base Office: Vallejo	Reports To:	Executive Director
Position Type:	Full Time (35 hours)	Salary	Commensurate with Experience

Summary: Catholic Charities of Yolo-Solano (hereinafter “CCYoSo”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. The Deputy Director is responsible for strengthening CCYoSo’s internal processes and infrastructure to better enable CCYoSo to fulfill its Mission. Working directly with the Executive Director, this position provides oversight and constant improvement of internal controls, policies, and procedures and ensures CCYoSo’s compliance with all grants, HR policies in accordance with the Mission and Core Values. The Deputy Director will successfully represent and may be call upon to stand in the place of the Executive Director.

Leadership and Management: Applies the professional skills and knowledge to perform work without specific directions using considerable judgment.

- Oversee and ensure the hiring, training, direction, supervision, development, evaluation, and performance management of program and administrative staff in accordance with CCYoSo policies and directives.
- Conduct regularly scheduled meetings, supervisions, technical skill development for the administrative and program staff.
- Ensure all staff are aware of and correctly implement safety rules and regulations and all policies and procedures.
- Provides strong leadership, vision and direction to staff that engender trust and respect, and that build effective working relationships.
- Directly supervise assigned staff and oversee select activities of consultants that assist on various projects.
- Lead a variety of short- and long-term projects that strengthen the internal processes and infrastructure of the agency. Ensure programs and projects stay within budget, are executed in an efficient and timely manner, and that all deliverables and outcomes are met and/or exceeded.

Strategic and Financial Oversight:

- Identify risks that prevent CCYoSo from accomplishing its Mission and work with the Executive Director to mitigate risks through implementation of process improvements, internal control processes and contingency planning.



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- Lead and/or assist in the development of uniform policies, procedures, short-term objectives, and long-term goals to improve the agency, as assigned.
- In conjunction with the Executive Director, develop agency business plan and corresponding budget that support both short- and the long-term objectives of the agency.
- Review, approve, and/or seek approval of expenditures within specified budgetary parameters.
- Negotiate and/or evaluate contracts/grants and make recommendations as assigned.

Administration and Operations:

- Perform work on program proposals associated with Grants, Requests for Proposals (RFP), and Notices of Funding Availability (NOFA), as assigned.
- Oversee ongoing review of insurance coverage related to grants and programs, and internal risk management compliance and improvement.
- Conduct internal audits, systems analysis, procedure reviews, and other activities to monitor and improve CCYoso's business operations.
- Oversee document & data management, retention and storage including managing the agency's policy and procedure manual.
- Produce reports for the Executive Director, funders and regulatory agencies as assigned.
- Participate in internal and external meetings and committees, as directed by the Executive Director.

Development Responsibilities:

- Understand and adhere to CCYoso internal development policies & procedures for handling donations and communicating with donors.
- Assist with data entry of development related activities into Little Green Light software (or current Development Software), as directed.

Minimum Qualifications:

Education: BA/BS degree in business, public administration, or related field.

Experience: Five years of managerial or professional experience being responsible for management and operations.

Skills/Knowledge:

- Knowledge of the Church's mission in the Diocese of Sacramento and CCYoso; practicing Catholic with knowledge and understanding of the Catholic Church in general.



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- Must have demonstrated ability to manage operations in a complex, face-paced nonprofit environment that serves low-income communities with diverse cultural backgrounds
- Must have thorough working knowledge of Microsoft Office Suite, Google Suite, and data management software
- Must have ability to produce and analyze reports consistently and accurately, and write business correspondence and agency policies/procedures
- Must have ability to effectively present information and respond to questions from groups of employees, clients, funders, government agencies, and public.
- Must have ability to read, understand, apply language and concepts, and make independent decisions based on policies, governmental regulations, technical procedures, general business periodicals, professional journals, and contracts.
- Must have demonstrated analytical, critical thinking, problem-solving, strategic thinking, negotiating, and planning skills.
- Must have conflict resolution skills. Must have demonstrated customer service skills.
- Must be results-oriented, highly organized, detail oriented, proactive, resourceful, able to manage multiple high-level projects with strict timetables, and have solid administrative follow-through while working in a fast-paced environment.
- Must have grant, RFP and/or NOFA writing experience.
- Must have demonstrated experience to understand and participate in budget development and management, and an understanding of general accounting and auditing principles.
- Must read and communicate orally and write in English.
- Must pass all post-contingency offer background checks, reference checks and mandatory training.
- Experience working directly with precariously homeless population, high needs and those living in poverty is strongly preferred.

Applicants must submit resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: [Pre-Employment Applications](#) which should include three professional references) to Miriam Sammartino at miriam@ccyoso.org for consideration. No phone calls please.