



Tradeswomen Inc.

www.tradeswomen.org

Position Announcement
January 2020
DEPUTY DIRECTOR
TRADESWOMEN INC.

Tradeswomen Inc., a non-profit representing women in the skilled trades and headquartered in Northern California, is seeking a Deputy Director. This position will support the Executive Director in all functions. The position is open until filled. Qualified candidates should apply as indicated in this announcement.

Organizational Overview

Tradeswomen Inc. celebrated its 40th year in 2019 having been established in 1979 by advocates and women in the trades. Tradeswomen Inc. supports women in the skilled trades through outreach, recruitment, retention, and leadership development. Tradeswomen Inc. (TWI) provides direct services for women entering and moving through careers in the trades as well as technical assistance to contractors, unions and apprenticeship programs. TWI supports local, state and national policy to increase the success of women in these high wage blue-collar careers.

Position Overview

The Deputy Director will serve as the second primary executive officer of Tradeswomen, Inc. and report directly to the Executive Director. TWI has a small staff of 7, a mix of full time and part-time positions. The Deputy Director will have major responsibilities for contract and grant implementation, fiscal and personnel management, and TWI communication strategies. The Deputy Director will assist in policy and programmatic initiatives of the organization. The Deputy Director will have a passion for TWI's mission, strong leadership skills, successful fundraising experience, staff and volunteers management skills, and demonstrated comfort interacting with people of diverse backgrounds.

Duties and Responsibilities include the following:

- Maintaining and communicating sound financial and reporting practices to assist the organization in keeping with budgetary constraints.
- Maintaining TWI's contractual and grant obligations to its current sources of funding without compromising the organization's mission and commitment to excellence.
- Tracking and reporting program outcomes.
- Strengthening and expanding TWI's support and advocacy for women in the trades.

- Supporting partnerships, relationships and strategic alliances with unions, apprenticeship programs, pre-apprenticeship programs, community groups, government agencies, schools, and others offering recruitment and retention opportunities for women in the trades.
 - Providing information, advice and counsel to the Executive Director in the creation of policies, programs and strategic directions.
 - Fulfilling the duties of the Executive Director where that assistance is necessary.
- Promoting TWI's mission and commitment to excellence in the labor and workforce community.

Minimum Qualifications

- High School or GED equivalent
- College Degree desired: a demonstrated facility with reports, grants and extensive writing experience may substitute
- Experience with construction, unions and/or apprenticeship programs
- Leadership and team management experience
- Proven skills working with diverse communities
- Strong financial and business experience
- Some travel required
- Occasional nights and weekends obligations

Required Skills and Attributes

- Commitment to increasing women's opportunities in construction and other skilled trades
- Strong financial management experience
- Strong communication skills with social media and public relations experience
- Familiarity with pre-apprenticeship and related workforce training policy and programs
- Proficiency with contemporary office software, for example Salesforce, Google Business
- Self-directed, self-motivated
- Experience in grant writing and fundraising
- Experience in non-profit management
- Skills in event management a plus
- Capacity to build strong organizational partnerships
- Experience in policy development, program development and advocacy

How to Apply

Interested qualified applicants should submit a resume, a cover letter, and references with contact information to epolk@tradeswomen.org. Questions regarding the position should be submitted in writing to mvasey@tradeswomen.org. This position is open until filled.

Tradeswomen Inc. is an equal opportunity employer committed to hiring a diverse workforce. Tradeswomen Inc. does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.