



Clean Memphis

Deputy Director

Summary

Do you have a proven track record of leading successful teams and projects? Are you ready to use your skills to foster a greener, more environmentally sustainable Memphis? Clean Memphis is seeking a full-time Deputy Director to drive zero waste and circular economy programs in Shelby County. The Deputy Director will oversee all internal operational and programming processes and personnel. This person will report directly to the Executive Director and will be taking over duties previously covered by the ED to allow that person flexibility in representing the organization externally.

The Deputy Director will ensure that programmatic, financial, and recruitment strategies align with the Clean Memphis strategic plan. They will supervise program and operational leadership, providing guidance and reporting on progress toward strategic goals. Currently, this position has five direct reports.

Clean Memphis staff works closely to support the overall organizational mission. The ideal candidate is someone who thrives on leading and building strong teams, and who will complement and bolster these existing relationships. They feel deeply connected to and passionate about the Memphis community, and they are invested in advancing environmental sustainability in Shelby County.

This position is in-person at our office in the University of Memphis area.

Job Responsibilities

Project & Program Management

- Supervise and support program leadership team, including:
 - Regular and ongoing evaluation of both job and program performance
 - Assistance with indirect reports
 - Program budget approval
- Ensure strategic plan alignment and advancement
- Facilitate project management and enforce deadlines for programming, fundraising events, community events, and grants
- Manage relationships with program partners in the community

Operations Management

- Supervise and support Director of Operations through regular and ongoing performance & systems evaluation
- Lead annual budgeting process and oversee monthly financials reporting and budget alignment

Engaged Communities. Sustainable City. A Better Memphis.

3548 Walker Ave, Suite 102, Memphis, TN 38111 • 901.235.2416

Job Responsibilities (cont.)

Operations Management (cont.)

- Provide oversight of human resources functions, in particular:
 - Annual review process
 - Recruitment & retention of personnel
- Create new or document current programmatic systems and procedures as necessary to increase consistency among programs and processes

Executive Support

- Work closely with Executive Director to evaluate strategic goals for Clean Memphis
- Represent the organization with key partners as needed to support ED

Additional Responsibilities:

- Assist Clean Memphis team as needed with the following:
 - Volunteer and project coordination
 - Fundraisers and other special events

Knowledge, Skills & Abilities

- Demonstrated leadership skills, with an emphasis on accountability, motivation, maintaining team focus, and developing team buy-in
- Sets ambitious goals, tracks data, and evaluates efficacy of programming
- Builds effective processes that emphasize accountability, clear expectations, and transparency
- Strategic, growth-oriented mindset
- Able to coordinate complex projects involving multiple stakeholders
- Fluent in financial and budgeting practices and terminology
- Highly organized and attentive to details
- Highly flexible and adaptable, able to improvise when circumstances change suddenly and remain composed in stressful situations
- Communicates effectively with a variety of people in a variety of settings, with an emphasis on cultural competency
- Familiar with the key stakeholders in the community development, local and state government, and nonprofit landscapes of Shelby County
- Familiar with environmental issues and sustainability efforts in Memphis

Qualifications & Requirements

- Four-year bachelor's degree preferred
- 7+ years experience managing teams and projects
- Significant experience with strategic planning and implementation
- Significant experience with budgeting and financial reporting

Engaged Communities. Sustainable City. A Better Memphis.

3548 Walker Ave, Suite 102, Memphis, TN 38111 • 901.235.2416

Qualifications & Requirements (cont.)

- Experience with nonprofit management preferred
- Ability to work outside on occasion
- Ability to work occasional evenings and weekends
- Must live in Shelby County and be able to work onsite four days per week

Compensation

The salary for this position is \$85,000 per year plus stipends for phone and health insurance as well as generous paid time off.

To Apply

Interested candidates should submit both a resume and cover letter to Janet Boscarino (she/her), Executive Director, through our website at www.cleanmemphis.org/careers. In your cover letter, please let us know why you are interested in advancing environmental sustainability in Shelby County as well as how your past successes in managing successful teams and projects make you an ideal candidate for our organization.

We will be accepting applications through August 18, 2023.

Engaged Communities. Sustainable City. A Better Memphis.

3548 Walker Ave, Suite 102, Memphis, TN 38111 • 901.235.2416