



*Your Fair Lending Advocate in Delaware!*

**Title** Deputy Director  
**Location** 601 North Church Street, Wilmington  
Requires travel statewide

**Mission**

To ensure equitable treatment and equal access to credit and capital for the underserved population and communities throughout Delaware through advocacy, education, legislation, and outreach.

**About DCRAC**

The Delaware Community Reinvestment Action Council, Inc. is a tax exempt, charitable nonprofit whose mission is to ensure equitable treatment of and equal access to credit and capital for the underserved populations and communities throughout Delaware through advocacy, education, legislation and outreach. Founded in 1987, DCRAC was awarded the Standards for Excellence Seal of Excellence in 2007 after completing a rigorous voluntary review that is a visible symbol of the most well managed, responsibly governed organizations.

**Overview of the position**

The organization is in its 21<sup>st</sup> year and is seeking a dynamic and talented individual to serve as Deputy Director. This is a new position created because of growth in our services. The Deputy Director will report directly to the Executive Director as a strategic thought partner focusing on visioning and implementing the fund-raising and development work to support growth. This position will oversee all fundraising, communication, and operational activities as well as special projects as needed. In keeping with the organization's values, the Deputy Director will also interact with workshop attendees, partners, community leaders, volunteers, and other stakeholders.

**Primary Responsibilities**

- Assist the organization in reaching its strategic goals within determined timelines.
- Lead a fund development program that includes annual giving, major giving, foundation and government grants, corporate support /gifts and special events.
- Plan, direct and implement communication activities for the community including donor-focused content (i.e. newsletters, websites, and publications).
- Assist the organization with client relations, which includes training, counseling, and mentoring.
- Lead the research, due diligence, and decision-making process around the upcoming programs and office expansion.
- Collaborate with the Executive Director on the annual budget development process.
- Educate staff on the financial model and ensure that staff effectively manages costs and allocate resources to meet strategic goals.
- Identify systems and procedures to adopt from best practices as appropriate.
- Work with staff to ensure the smooth daily operation.
- Attend or provide workshop training as needed.
- Oversee site-based HR functions, including recruiting, hiring, and performance management.

### **Qualifications and Experience**

- At least 4-6 years of experience in nonprofit management, with a focus on grants/financial management and operations.
- Successful record of people and project management, including the ability to motivate others to adopt systems and procedures.
- Strong organizational and time management skills with exceptional attention to detail.
- Passion for the mission of the organization and commitment to the potential of financial education.
- A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects.
- Proficiency with Microsoft Office applications especially Word, Excel, Outlook, and Access.
- Bachelor's degree or equivalent experience required; advanced degree preferred.
- Fluency in English is required; Spanish is desirable.

Application: Please forward a cover letter, salary desired, and resume no later than June 30, 2008 by email to [directorsearch17@yahoo.com](mailto:directorsearch17@yahoo.com) or mail to Deputy Director Search, PO Box 13173, Wilmington, DE 19850.