

# **Job Description**

## **Deputy Director for Healing Circles Global**

### **General Information**

Title: Deputy Director for Healing Circles Global

Program: Healing Circles Global, a program of Commonweal

Main Job Location: Remote, Langley, WA or Bolinas, CA

Compensation: \$35/hour

FTE: 24 hr/week, 60% FTE

FLSA Status: Exempt

Reports to Diana Lindsay, Co-Director, Healing Circles Global

### **Overall Responsibilities**

The Deputy Director will work in partnership with the Co-Director, Steering Committee and the HCG leadership team to shape the organization's future and to support HCG to best serve our growing communities in a sustainable way. This will include cultivating new partners, securing resources through business development and fundraising, deepening existing programs, and fostering engagement of the wider community.

### **Job Description - Deputy Director**

1. Program Management - Work closely with co-directors to manage all aspects of the program
2. Fund Development - develop and implement fundraising plan including institutional giving, major donor cultivation, and small donors
3. Program Marketing - develop and implement marketing plan to build volunteer recruitment and circle participants and increase program visibility, including marketing through program partners (channel marketing)
4. Organizational Partnerships - Develop, refine, and execute program partner strategy to build knowledge and increase engagement, including deepening relationships with existing HCG partner organizations and developing new strategic partnerships.
5. Business Development - Develop and implement a business plan for a fee-based Healing Circles program for organizations and private companies. This includes training, marketing, and program delivery.
6. Develop program assessment strategy to collect information for program and funding partners as well as for improving our work

## Qualifications

### Experience and skills

- Previous success in fundraising
- Experience developing partnerships
- Strong organizational and planning skills
- Excellent interpersonal skills
- Ability to adapt to changing situations in a calm and professional manner
- Interested in social entrepreneurship
- Strong written and verbal communication skill
- Marketing or fundraising experience preferred

### Physical Demands

All physical requirements for general office work apply to this position.

### Benefits for part-time employees:

- Sick Leave & Self-Funded 403(b) Plan
- Vacation Time
- Employer-Funded 403(b) Retirement Plan

Please send your resume and cover email to [jobs@commonweal.org](mailto:jobs@commonweal.org)