



Deputy Director

Job Description:

Reporting to the Executive Director, the Deputy Director is responsible for “everything internal,” freeing up the ED to focus on artistic, development, and strategic leadership. The DD manages our resources and communications and the effectiveness of our operations, overseeing finances, HR, marketing, technology, public program production, facilities, and for-profit subsidiaries. We are a fast-paced organization with diverse constituencies and ambitious goals, and the DD assures that we do this under control and with grace.

Duties Include:

- Manage day-to-day operations of City of Asylum.
- Assist the ED in establishing and accomplishing goals that drive organizational effectiveness.
- Design and manage systems for reporting on goals, including financial, operational, DEI, and strategic benchmarks.
- Drive priorities forward to meet deadlines and deliverables.
- Keep the ED informed on the status of projects and general operations.
- Develop and implement policies and procedures.
- Oversee real property (e.g., lease and facilities management); technology (e.g., patron database, ticketing systems, websites); and compliance.
- Work with bookstore and restaurant managers to build revenue.

Experience, Skills & Qualifications:

- Minimum Bachelor’s degree required, preferably in business management.
- Minimum 5 years of experience in a relevant position. Candidates with a combination of education, experience, and skills that uniquely qualifies you to perform the duties of the position will be considered.
- Superior executive and management skills.
- Experience in managing personnel, data & outcomes, and strategic planning.
- Experience in accounting and financial management.
- Demonstrated commitment to cultural diversity, equity, and inclusion.
- Excellent oral, written, and interpersonal communications skills, including ability to develop a good working relationship with a wide range of people.
- Able to solve problems, juggle multiple demands, and respond creatively to unanticipated events.
- Comfortable with delivering results in a fast-paced work environment.
- Sets high goals and standards of performance.
- Non-profit experience valued.

Compensation:

- Salary range of \$70,000 - \$80,000, based on experience.
- This is an exempt position.

Requirements:

- Full COVID-19 vaccination by the start of employment.
- Commitment to the values of Equity, Diversity, and Inclusion.

How to Apply:

Please send a cover letter and resume to jobs@cityofasylum.org with “Deputy Director” in the subject line. Applications will be reviewed until the position is filled.

Start Date: ASAP.

Non-discrimination Policy:

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.

We are committed to the values of diversity, equity, and inclusion, and the importance of writers and artists in building our organization. Applicants from populations underrepresented in the cultural field are strongly encouraged to apply.
Applications and inquiries will be treated confidentially.