



## **DEPUTY DIRECTOR Position Description**

The Deputy Director works with Senior Leadership to maintain the overall growth and development of KEY INDEPENDENT DEVELOPMENT SERVICES, LLC (KIDS). The Deputy Director is responsible for working alongside Senior Leadership and in close supervision with the Chief Operating Officer (CEO) to oversee the strategic plan of the organization with a direct impact on its program development. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Executive Leadership and the CEO.

### **GENERAL RESPONSIBILITIES:**

1) CEO Governance: Works with CEO to fulfill the strategic development and mission of the organization.

- Responsible for collaborating with Senior Leadership to represent KEY INDEPENDENT DEVELOPMENT SERVICES (KIDS) in a manner that supports and guides the organization's mission as defined by Executive Leadership (CEO).
- Responsible for communicating effectively with our CEO and Senior Leadership; providing, in a timely and accurate manner, all strategic updates on programs, infrastructure, risk assessment and growth development – and other pertinent information necessary for the CEO/company to function forward in the field of community mental health services.

2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity and stability of KEY INDEPENDENT DEVELOPMENT SERVICES (KIDS), to include submission to the CEO a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization's finances, yielding positive financial gains quarterly and annually.
- Responsible for fundraising and developing other resources necessary to support KEY INDEPENDENT DEVELOPMENT SERVICE's (KIDS) mission.

3) Organization Mission and Strategy: Works with CEO and Senior Leadership to ensure that the mission is fulfilled through programs, strategic planning and community outreach and fund development initiatives. Oversees corporate communication and branding strategies to ensure

consistency and quality. Supports Senior and Executive Leadership with committee and Departmental meetings as is required and practicable.

- Responsible for implementation of KEY INDEPENDENT DEVELOPMENT SERVICES's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that KEY INDEPENDENT DEVELOPMENT SERVICES can successfully fulfill its Mission into the future.
- Responsible for the enhancement of KEY INDEPENDENT DEVELOPMENT SERVICES image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Attends and develops relevant network interconnections to ensure KIDS maintains knowledge of relevant industry transitions in policies, procedures, and protocols.
- Represents KIDS in meetings of public and private interest groups and affiliate agencies and organizations. Actively participates in professional associations and organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Optimizes operational systems, processes and policies, management reporting, information flow, business process improvement and organizational planning.

- Responsible effective administration of KEY INDEPENDENT DEVELOPMENT SERVICES operations.
- Confers with Senior Leadership regarding problems and progress in their functional areas; reviews and edits reports, analyzes recommendations in progress and ensures final reports are submitting to Chief Executive Officer.
- Fosters improved collection and use of client and industry data for strategic business decisions and organizational branding.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

5) Strategic Planning. Contributes to short and long-term strategic planning and the identification of potential new markets and lines of business funding opportunities.

- Assists with grant proposals where applicable and procuring new lines of revenue.
- Works with community networks and individual business constituents or leads to establish relationships that support the fiscal mission and overall impact of KIDS.
- Creates additional programming and services to increase value by way of client services and community engagement and support.
- Prepares accurate and timely budget and expense reports to measure fiscal stability monthly, quarterly, and annually.
- Oversees accounts payable on behalf of Key Independent Development Services (KIDS).

5) Clinical Duties and Responsibilities.

- Work in conjunction with Clinical Director to support, where needed, management of staff needs and disciplinary actions.

- Stay apprised of policy and procedural regulations to ensure Leadership and staff is always well-trained (including DMAS, DBHDS, Human Rights, MCOs and overall updates in Community Mental Health ID/DD)
- Work with clinical team to develop ISPs, monthly/quarterly reporting and to make accurate placement of individuals in treatment, and other required addendums and or assessments.

**(KSAs): Knowledge, Skills and Abilities**

- Master’s Degree from accredited college or university. Public Administration and Human Services diploma preferred.
- Transparency and high-integrity leadership style.
- Principles of organization, administration, personnel management, and training.
- Expertise in budgeting fiscal organizational planning and
- People Mastery. Strong organizational abilities including planning, delegating, program development and task facilitation.
- Leadership: includes knowing when to lead and when to work effectively as part of the Leadership team; must role model excellence.
- Ability to convey a vision of KEY INDEPENDENT DEVELOPMENT SERVICES strategic future to staff, board, volunteers and donors and other community constituents.
- Skills to collaborate with and motivate staff and other volunteers
- Policy and Procedures. Know laws and regulations governing this industry, Strong written and oral communication skills to help create and present policies and procedures.
- Organize and review department reports; make recommendations for continued growth and development or organization as a whole and departmentally, where necessary.
- Data Analysis. Ability to help create aggregate measures of progress and gaps analyses.
- Ability to interface and engage with diverse groups
- Demonstrated ability to oversee and collaborate with staff
- Flexibility. Requires working with change using vision, strategy, and innovation.
- Resistance/Adaptation to Stress: Ability to stay calm under difficult conditions.
- Interpersonal sensitivity. Fair treatment of all persons both oral and written communication.
- Proficiency with Public Speaking.
- Driver’s License and motor vehicle for efficiency in role.
- Human Services Credentials and Training Highly preferred.

**Actual Job Responsibilities:**

1. Planning and operation of annual budget.
2. Working with Senior Leadership to develop employment and administrative policies and procedures for all functions and for the day-to-day operations of KIDS.
3. Serving as KEY INDEPENDENT DEVELOPMENT SERVICES’s primary spokesperson to the organization’s constituents, the media, and the public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance KEY INDEPENDENT DEVELOPMENT SERVICES’s Mission.

5. Report to and work closely with the CEO to seek guidance on policy decisions, fundraising and to increase the overall visibility of the KIDS throughout the State.
6. Supervise, collaborate with Senior Leadership and administration.
7. Strategic planning and implementation.
8. Oversee organization committee meetings.
9. Oversee marketing, branding, and other communications efforts.
10. Review and approve contracts for services.
11. Other duties as assigned by the CEO.

**IMMEDIATE SUPERVISOR: Chief Executive Officer (CEO)**

Salary is commensurate with experience and other qualifications. Quality benefits package includes Health Premium Options, Paid Time Off (Accrual base), Employee Assistance Program, Professional Development, Paid Holidays, Legal Shield, Ancillary Benefits, Employee Discounts Program, Employee Wellness Programs, and other Stipends.

**By signing below, I attest that I am fully aware of and understand my roles and responsibilities outlined herein for Key Independent Development Services, LLC (KIDS), and have received a copy of this description. I hereby acknowledge and agree to the terms and conditions described above for the position of Deputy Director.**

\_\_\_\_\_  
Deputy Director Name

\_\_\_\_\_  
Deputy Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Turqueya Vincent,  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Malcolm I. Moody,  
Chief Executive Officer (CEO)  
Owner/Founder

\_\_\_\_\_  
Date