

2177 Asheville Rd.
Waynesville, NC 28786
828-452-1447



154B Medical Park Loop
Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: _____ Revision Date: _____

Name: _____

Job Title: Deputy Director

Department: General Administration

Supervisor: Executive Director

FSLA Status: Exempt

Position Status: Full Time

Position Summary: (Primary Function)

Assist the Executive Director in overseeing agency programs and operations. Duties include the day-to-day management and compliance of the programs assigned by the Executive Director.

Essential Functions: (Essential Functions: Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodations or other reasons.)

- Oversee and direct the day-to-day management of the programs assigned by the Executive Director.
- Assist the Executive Director with community relations, outreach, and public speaking.
- Track unmet needs in Haywood and Jackson Counties.
- Assist with grant writing as needed.
- Work with and assist with fundraising.
- Assist with assuring compliance with Employment Laws.
- Understand and assist with compliance of Non-Profit Regulations.
- Understand and assist with compliance of the Uniform Guidance.
- Support and encourage the management team as needed.
- Any other job-related assignments that may be required or deemed advisable by the Executive Director.

1. Qualifications:

- Bachelor's degree in related field required.
- 3 years supervisory experience.
- 2 years of non-profit experience, preferred.
- Strong communication and people skills.
- Compassion for those in different levels of need.
- Strong budget management.

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2. Knowledge, Skills, and Abilities:

- Public Speaking
- Good Communication skills
- Strong Leadership Skills
- Computer Literacy including Excel
- Strong written, oral, and interpersonal skills
- Must be very detailed-oriented with the ability to prioritize tasks, organize daily activities and be able to multi-task projects/tasks
- Must be flexible and able to adapt to changing needs, multiple task demands, and work structures
- Ability to read and comprehend instructions, short correspondence, emails and memos

3. Performance/Success Factors:

- Be punctual to work and other related functions.
- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of “exceeding guest expectations.”
- Able to work independently but operate within company policy guidelines using independent judgment.
- Local and out-of-town travel may be required.

4. Working Conditions:

- Light to moderate physical activity performing non-strenuous administrative work.
- Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation with quiet to moderate noise.
- Physical demands: able to lift up to 30 pounds, manual dexterity sufficient to reach/handle items.
- Works with fingers and perceives attributes of objects and materials.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.
- Out of area and local travel is necessary
- Must have a valid North Carolina Driver’s License with appropriate insurance coverage required.

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Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state, and local laws, and regulation.

Direct Supervisor: _____

Employee Signature

Date