



Deputy Director – The Deputy Director is a full-time position responsible for developing, implementing, and delivering the curriculum, programming, and seminars for each William C. Friday Fellowship for Human Relations class (the organization’s flagship program), annual All Fellows Gatherings, and occasional supplemental seminars or events in line with the stated mission, vision, and values of the organization. Each class will be unique, and the Deputy Director will work with the Director and Board of Advisors to continually refine each class experience. In addition, the Deputy Director is responsible for major decisions about the ongoing development and direction of the program content and activities, in consultation with the Director.

Major Responsibilities

Fellowship Program – 2-year training in Fellowship core competencies, values, principles, and skills.

- Oversee nomination and selection of Friday Fellows with the input of the Board, Director, and committee members.
- Facilitate, teach, and direct each seminar retreat to ensure the implementation of the fellowship curriculum.
- With the advice and consent of the Director, hire, supervise, and evaluate possible contract faculty or others to assist with these duties.
- Research and align latest in leadership development theory and network leadership theory into curriculum to ensure the program remains current and effective and is in alignment with organization’s mission, vision, and values.
- Collaborate with faculty or others to design seminars that implement and realize the Fellowship’s values.
- Manage the program on-site with faculty or others, conduct training and small group facilitation.
- Create materials, readings, assignments, and collaborative projects for work prior to and in between seminars.
- Oversee and manage coaching of Fellows.
- Oversee the management of logistics for the program in consultation with the Director.

Fellows Network – intentionally create the circumstances and opportunities for Fellows of current and previous classes to connect, collaborate, and make an impact in North Carolina.

- Conceive, develop, and implement the programmatic vision and focus for supplemental seminars and All Fellows Gatherings.
- Convene gatherings of Fellows and non-Fellows across the state to build several cross-sector collaborative ventures that are ultimately self-sustaining.
- Develop each community gathering in a model consistent with Fellowship values.
- Connect these local collaborations with others throughout the state using the Fellows as relationship sustainers.
- This work will overlap with the work of the Director and will require collaboration for appropriate statewide coverage.

Fiscal Management

- Develop and submit program budgets to Director for approval.
- Manage program expenditures within approved budget.
- Reconcile and provide documentation for program expenses.

Program Evaluation

- Establish outcomes for components of program and evaluate progress with goal of demonstrating impact.

Other Responsibilities

The Deputy Director shares responsibility with the Director for the following: developing a high public profile for the William C. Friday Fellowship for Human Relations, creating and implementing marketing materials and strategies, serving as spokesperson, and networking with other nonprofit organizations, press outlets, corporations, leadership programs and networks, funders, and other relevant institutions and partners. Cross-train continually with the Director to fulfill each other's duties in a collaborative way that supports each other and ensures the effective operation of the organization.

Skills/Knowledge/Qualifications

- Deep understanding and commitment to North Carolina, Wildacres Leadership Initiative, and the William C. Friday Fellowship for Human Relations mission, vision, and values.
- Professional and personal style consistent with the philosophy and shared leadership culture of the organization.
- 5-7 years professional experience in relevant work such as leadership development education, adult training and facilitation, program conception, development, and implementation.
- Strong knowledge and experience in adult experiential leadership education.

- Ability and willingness to create and hold spaces for differing beliefs and belief systems.
- Understanding of, and adeptness with, group dynamics and group process evaluation skills.
- Strong interpersonal skills with an ability to work with people across all differences.
- Effective team management and evaluation.
- Understanding of, and experience with, program evaluation.
- Superior communication skills, with ability to relate to diverse constituents.
- Excellent organizational skills.
- Effective presentation and outreach skills.
- Familiarity and adeptness with systems thinking and adaptive leadership preferred.

Other Requirements include:

- Current driver's license and ability to travel throughout North Carolina.
- Some weekend and evening work including at least three 4-day weekend retreats per year at locations throughout the state.

Compensation:

\$62,000 - \$67,000 salary; very generous paid time off; no health benefits; employer-paid retirement contribution after 12 months

To apply, please submit a resume, cover letter addressing your interests and qualifications for the position, and a list of three professional references along with their contact information. Please submit your items in PDF format. Email your application to deputysearch@fridayfellowship.org. Application review will begin on April 9, 2019 and continue on a rolling basis until the position is filled. Anticipated start date in late summer 2019.

Wildacres Leadership Initiative is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for the position.