



COMMUNITY Partners IN Caring

DEPUTY DIRECTOR RECRUITMENT

application period closes 7/24/2026 5:00 pm

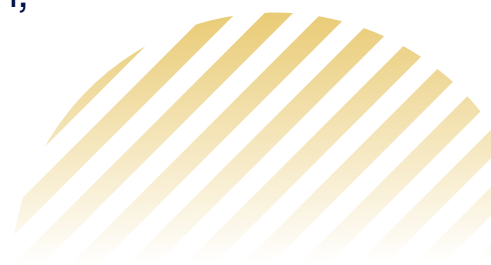
SANTA MARIA, CALIFORNIA

**SERVING SANTA BARBARA &
SAN LUIS OBISPO COUNTIES**

Full-Time | Exempt

“Leading operations that ensure dignity, connection,
and care.”

www.partnersincaring.org



ABOUT COMMUNITY PARTNERS IN CARING

Community Partners in Caring (CPC) is a nonprofit organization dedicated to ensuring that seniors and adults living with disabilities can age with dignity, purpose, and joy.

Serving Santa Barbara and San Luis Obispo Counties, CPC connects compassionate volunteers and community resources to individuals who may otherwise face isolation or unmet daily needs.

We believe that every individual deserves respect, connection, and care regardless of cultural background, physical ability, or life experience.

At CPC, diversity is embraced as a strength. We honor the wisdom of the communities we serve while building an inclusive, barrier-free future grounded in compassion and service.



Values

We believe that every senior and adult living with disabilities deserves to age with dignity, purpose, and joy. Our workplace is a community where diverse cultural backgrounds, unique life traditions, and varied physical and cognitive abilities are celebrated as our greatest strengths. We invite you to bring your authentic self to a team that honors the deep wisdom of the past while building an inclusive, barrier-free future for the Santa Barbara and San Luis Obispo County communities we serve.

THE OPPORTUNITY

The Deputy Director is a senior leadership role that works in close partnership with the Executive Director to advance CPC's mission, strategic priorities, and operational excellence.

This role ensures that the organization's programs, outreach efforts, and internal systems operate effectively and consistently deliver meaningful impact across the communities served.

The Deputy Director serves as both an operational leader and strategic partner—helping translate organizational vision into daily execution, measurable outcomes, and strong community impact.

This is a highly collaborative leadership position focused on strengthening staff capacity, improving systems, expanding partnerships, and ensuring high-quality service delivery.



ROLE DETAILS

Location: Santa Maria, California, serving Santa Barbara & San Luis Obispo Counties

Status: Full-Time, Exempt

Salary: \$6,240 - \$6,983/month (\$74,880 - \$83,200 annual salary to start)

Benefits: Medical, Dental, Vision, Vacation, Holidays, Sick Leave, Professional Development Opportunities



LEADERSHIP PRIORITIES

- Strengthen operational systems and internal processes
- Enhance staff leadership, supervision, and development
- Expand and deepen community partnerships
- Improve data tracking and performance measurement
- Support grants, funding, and organizational sustainability



KEY RESPONSIBILITIES

Strategic Leadership

- Partner with the Executive Director to implement CPC's mission and goals
- Translate strategic priorities into operational plans
- Monitor progress and recommend improvements
- Serve as operational lead in the absence of the Executive Director

Operational Management

- Oversee daily program and outreach operations
- Supervise, coach, and support staff
- Strengthen workflows, systems, and policies
- Monitor program outcomes and service quality
- Ensure compliance with grants, policies, and regulations

Community Engagement & Fund Development

- Lead community outreach and engagement initiatives
- Build partnerships with local organizations and agencies
- Represent CPC at community events and meetings
- Support grant writing, reporting, and compliance
- Assist in funding and sustainability efforts



Required Skills and Qualifications

- Minimum six years of experience in the nonprofit sector, including at least three years in a leadership or management role in program operations.
- Strong leadership, organizational, strategic planning, and problem-solving skills.
- Demonstrated ability to translate organizational goals into actionable plans and measurable outcomes.
- Excellent written, verbal, and interpersonal communication skills.
- Strong public speaking and community engagement abilities.
- Experience with grant writing, grant management, and grant reporting required.
- Social media and marketing experience.
- Ability to manage multiple priorities in a fast-paced environment.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Bilingual English/Spanish preferred with experiences serving diverse communities.

Education and Experience

- Bachelor's degree in business administration, nonprofit management, public administration, social services, communications, or a related field. Masters degree preferred.
- Equivalent combinations of education, nonprofit leadership experience, and demonstrated management experience may be considered.

Additional Requirements

- Ability to travel throughout CPC's service area for meetings, events, and community engagement activities.
- Availability to work occasional evenings and weekends based on organizational and program needs.
- Position requires regular fieldwork, outreach activities, and attendance at off-site meetings and events.
- Professional demeanor and attire required when representing the organization.

How to Apply

Interested candidates should submit a resume and cover letter to Susy Roberts and Hilda Zacarias outlining relevant experience and interest in the role. We ask you to please submit materials by July 24, 2026 at 5:00 pm.

Contact Information

For further information about this recruitment, please contact the following :

Susy Roberts by email at susy@partnersincaring.org

Hilda Zacarias by email at hilda@partnersincaring.org



Community Partners in Caring is an equal opportunity employer committed to fostering an inclusive environment for staff, volunteers, and the communities it serves.

We look forward to receiving your application!