



Deputy Director – Job Announcement

www.partnerincaring.org

Application Period Closes October 2, 2026 5 p.m.

Expected Position Start-date: as negotiated

Location: Santa Maria, California, serving Santa Barbara & San Luis Obispo Counties
Reports To: Executive Director
Status: Full-Time, Exempt
Salary: \$6,240 - \$6,983/month (\$74,880 - \$83,200 annual salary starting)
Benefits: Medical, Dental, Vision, Vacation, Holidays, Sick Leave, Professional Development

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.

Position Overview

The Deputy Director serves as a senior leader within Community Partners in Caring (CPC) and works closely with the Executive Director to advance the organization's mission, strategic priorities, and operational effectiveness. This position provides leadership and oversight of daily program operations, outreach initiatives, staff supervision, community engagement, and organizational development. The Deputy Director is responsible for ensuring programs operate efficiently, organizational goals are implemented effectively with measurable outcomes, and services are delivered with professionalism, accountability, and impact. The position plays a key role in strengthening partnerships, supporting staff development, and maintaining high standards of service delivery throughout the organization.

Essential Duties and Responsibilities

Strategic Leadership

- Support the Executive Director in implementing the mission, strategic goals, and organizational priorities established by the Board of Directors.
- Translate organizational goals into actionable operational strategies and measurable outcomes.
- Monitor implementation progress, evaluate effectiveness, and recommend operational improvements.
- Foster a collaborative, mission-driven, and accountable organizational culture.
- Serve as operational lead in the absence of the Executive Director, consistent with Board policies and delegated authority.

Operational Management

- Oversee day-to-day program and outreach operations to ensure efficiency, effectiveness, compliance, and high-quality service delivery.



- Provide direct supervision, leadership, coaching, mentoring, and performance management to program and outreach staff.
- Ensure staff have the tools, training, resources, and support necessary to successfully perform their duties.
- Assist in the development, implementation, and refinement of organizational policies, procedures, workflows, and internal systems.
- Monitor program outcomes, operational performance, and service delivery metrics; identify areas for improvement and recommend corrective actions when necessary.
- Collect, analyze, and present operational and program data to support informed decision-making by the Executive Director and Board of Directors.
- Ensure compliance with organizational policies, grant requirements, safety standards, and applicable federal, state, and local regulations.
- Support organizational planning, budgeting, and cross-department coordination.

Community and Stakeholder Engagement

- Lead and oversee community outreach and marketing initiatives and engagement activities that support the mission and goals of CPC.
- Build, strengthen, and maintain collaborative relationships with community stakeholders, including faith-based organizations, cultural groups, educational institutions, businesses, social service agencies, healthcare providers, and neighborhood organizations.
- Represent CPC at community meetings, public events, networking functions, and partnership activities.
- Deliver presentations and communicate organizational initiatives effectively to diverse audiences.
- Identify opportunities to expand community partnerships, outreach efforts, and public awareness of CPC programs and services.
- Support volunteer engagement and community participation initiatives.

Fund Development and Grants

- Support grant development activities, including research, proposal preparation, budget coordination, and submission processes.
- Assist in overseeing grant implementation, compliance, reporting requirements, and program deliverables.
- Identify and pursue opportunities for program growth and organizational sustainability through grants and partnerships.
- Prepare reports and supporting documentation for funding agencies, the Executive Director, and the Board of Directors.

Additional Responsibilities

- Perform other duties as assigned by the Executive Director.
- Maintain flexibility in response to evolving organizational and community needs.

Required Skills and Qualifications

- Minimum six years of experience in the nonprofit sector, including at least three years in a leadership or management role.
- Minimum two years of supervisory experience managing staff and 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 in program management, reporting, compliance, and operational oversight.
 - 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.
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Education and Experience

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

Community Partners in Caring is an equal opportunity employer and is committed to creating an inclusive environment for all employees and community members.

To apply, submit resume and cover letter no later than October 2, 2026, 5 p.m. to susy@partnersincaring.org and/or hilda@partnersincaring.org