



## **Deputy Director, Success Profile**

As the Deputy Director at FolkTime, this position will play a pivotal role in shaping the future of mental health support. Reporting directly to the Executive Director, they will be a key member of the leadership team, responsible for overseeing the human and financial resources while managing overall operational excellence of the organization. They will have the opportunity to make a meaningful impact on the lives of individuals living with mental and physical health challenges, as well as their families and communities. The Deputy Director will be responsible for managing the human resources functions, including recruiting, training, and retaining top talent. They will work closely with the Leadership team to create a positive and inclusive work environment where all employees feel valued and supported.

In addition to human resource oversight, they will lead the financial strategy, working closely with the Executive Director and the Board of Directors to develop and manage the budget, forecast financial trends, and ensure the efficient use of resources. Their expertise in financial management will be essential in helping the organization achieve its mission and goals. As the strategic architect of operational excellence, they will identify areas for improvement and implement innovative solutions to enhance efficiency and effectiveness. They will collaborate with other members of the leadership team to develop and implement strategies that align with the organizational goals and drive the mission forward.

Their leadership will be instrumental in cultivating a culture of collaboration, innovation, and continuous improvement. They will mentor and develop staff, empowering them to take ownership of their work and contribute to the organization's overall success. They will have the chance to build relationships that will help the organization expand its reach and impact.

### **Why You'll Love It Here:**

- **Exciting Challenges:** Every day brings new challenges and opportunities to make a real impact in the professional landscape of mental health.
- **Innovation Galore:** Get ready to be part of a team that thrives on innovation – we're not just thinking outside the box; we're redesigning the entire experience!
- **Collaborative Energy:** Join a passionate team where collaboration is key. We value diverse perspectives, and your ideas will always find a welcome home here.
- **Continuous Growth:** We're not just about training others; we're invested in your growth too, your professional development is as important as the programs you'll be working.

**Compensation:** \$65,000-\$75,000, salaried, based on experience

**Hours:** 40 hours/week.

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**Benefits:** This position qualifies for FolkTime’s benefits package which includes health, vision, and dental insurance, 20 days paid time off (25 year 2-3, 26 after year 3), short- and long-term disability, and holidays.

**Supervisor:** Executive Director

**Department:** Operations

**Work location:** FolkTime Leadership and Training Offices, Portland Metro OR

*This position will need to report to a physical office and may have the opportunity for hybrid remote work authorization.*

*This position may be required to travel for relevant meetings, conferences, and trainings to support the organization.*

*This position may have hours outside of the normal business hours for relevant meetings and travel.*

**Application Requirements:**

- One-page cover-letter
- Resume

**Diversity, Equity, and Inclusion Commitment:**

At FolkTime, diversity, equity, and inclusion aren't just buzzwords – they're the heartbeat of our vibrant community. We're on a mission to build a team that mirrors the rich diversity of backgrounds, cultures, abilities, and identities that make up our world. Why? Because we believe that embracing different perspectives fuels the innovation and empathy needed to support mental health and wellness. Our commitment is crystal clear. Be a part of co-creating our inclusive workplace where respect and empowerment are the norms. Join the FolkTime family and let's create a future where everyone's unique story is not just valued but celebrated.

**Core Accountabilities:**

We're not just outlining accountabilities; we're diving headfirst into a thrilling adventure of lived-experience relationships, curiosity-driven conversations, and dynamic collaborative decision-making. Rooted in diverse experiences, your contribution is more than a checklist – it's the rocket fuel propelling our success story. Our outcomes aren't just milestones; they're a vibrant reflection of our continuous journey towards creating empowering, inclusive environments for wellness. At FolkTime, we're not just shaping the future; we're rewriting the narrative with boundless enthusiasm and unparalleled energy!

**Human Resources Management**

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- Attract, onboard, and develop top talent, cultivating a diverse and thriving team.
- Transform performance management into a catalyst for growth and excellence.
- Create a workplace where every team member feels valued, motivated, and inspired.
- Drive our company culture to new heights, ensuring that we continue to provide a great place where employees want to come to work.

## **Outcome:**

- Talent Magnet: Attract and retain the best talent, driving FolkTime's mission forward with a passionate team.
- Skill Empowerment: Empower employees with the skills and development opportunities they need to succeed.
- Cultural Architect: Build a culture that fosters innovation, collaboration, and inclusivity, making FolkTime a wonderful place to work.

## **Financial Management**

- Create and manage budgets with finesse, ensuring they're not just numbers but strategic tools for growth.
- Analyze financial data to uncover insights and trends, empowering data-driven decisions.
- Craft compelling financial reports that tell the story of FolkTime's financial health and progress.
- Compile reports and presentations for the Board of Directors

## **Outcome:**

- Financial Fortitude: Maintain a strong financial foundation, enabling FolkTime to innovate and expand its impact.
- Decision Empowerment: Provide leadership with the financial insights needed to make bold and informed decisions.
- Compliance Champion: Ensure FolkTime meets all financial regulations and reporting requirements, maintaining trust and transparency.

## **Operational Oversight**

- Design and implement processes that streamline operations and maximize efficiency.
- Identify and navigate operational risks, ensuring FolkTime remains resilient and secure.
- Help chart the course for FolkTime's future, aligning operational efforts with strategic goals.
- Ensure the effective operation of project management systems for generating agency reports.
- Provide direct supervision of financial and human resource reporting, and support leadership in ensuring timely submission of other pertinent reports.



**Outcome:**

- Operational Excellence: Drive operational excellence, allowing FolkTime to focus on its mission with minimal distractions.
- Risk Management Mastery: Safeguard FolkTime's assets and reputation by effectively managing operational risks.
- Strategic Alignment: Ensure every operational decision is coordinated with FolkTime's vision, maximizing impact and sustainability.
- Streamlined and efficient project management systems result in accurate and timely agency reports, with financial and human resource reporting effectively supervised.
- Leadership is supported in meeting submission deadlines for all relevant reports, contributing to the organization's overall success and compliance.

**Leadership and Team Management**

- Fill in for Executive Director when directed or required due to absences
- Inspire and support the team to achieve greatness, fostering a culture of collaboration and innovation.
- Resolve conflicts with empathy and diplomacy, turning challenges into opportunities for growth.
- Lead change initiatives with confidence and clarity, ensuring FolkTime thrives in a dynamic environment.

**Outcome:**

- High-Performing Team: Support building and leading a high-performing team that embodies FolkTime's values and drives its success.
- Culture Champion: Cultivate a culture that celebrates diversity, creativity, and resilience, making FolkTime a beacon for talent.
- Change Leadership: Lead FolkTime through change with resilience and agility, ensuring it remains adaptable and future focused.

**Communication and Relationship Building**

- Build strong and lasting relationships with stakeholders, from donors to partners, amplifying FolkTime's impact.
- Communicate FolkTime's mission and impact with passion and clarity, inspiring others to join the cause.
- Collaborate with internal and external partners to achieve shared goals, multiplying FolkTime's reach and impact.

**Outcome:**

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- Stakeholder Delight: Delight stakeholders with meaningful engagement and partnerships, expanding FolkTime's network of support.
- Compelling Storytelling: Tell FolkTime's story in a way that captivates hearts and minds, inspiring action and support.
- Partnership Powerhouse: Build strategic partnerships that open new doors and create new opportunities for FolkTime's growth and impact.

**Qualifications:** The things that make you awesome! At FolkTime, we welcome applicants with diverse backgrounds and perspectives. If you're passionate about our mission, apply, even if you don't meet every qualification. Your unique skills could be the missing piece we need to make a significant impact on mental health and wellness. We don't want to miss out on seeing your application just because a few boxes aren't checked.

- **Lived Experience:** Understanding mental health or substance use systems based on personal experiences.
- **Training and Certification:** Certification in Intentional Peer Support, or willingness to attend the 40-hour Intentional Peer Support training and maintain certification with the Oregon Health Authority Traditional Health Worker's Commission as a Peer Support Specialist. This includes maintaining Continuing Education Units (CEUs) required to keep certification, with assistance from FolkTime leadership.
- **Proven Experience:** Experience in dynamic leadership positions, ideally within the non-profit realm and with a Human Resources and Finance background.
- **Financial Acumen:** Proven prowess in financial wizardry, including budgeting, forecasting, and financial analysis, ready to navigate FolkTime's financial landscape with finesse.
- **Culture Champion:** Adept at fostering a thriving culture, with an understanding of human resources dynamics to cultivate a team that feels more like a tight-knit community.
- **Operational Guru:** Seasoned in operational mastery, adept at transforming challenges into opportunities for growth and innovation.
- **Leadership:** Natural-born leader, with the charisma and vision to inspire and empower teams to reach new heights.
- **Effective Communicator:** Stellar communication skills, capable of weaving narratives that captivate stakeholders and rally them around FolkTime's mission.
- **Strategic Innovator:** Strategic savant, able to chart courses that align operational efforts with FolkTime's ambitious goals.
- **Technology Wizard:** Tech-savvy, fluent in the language of modern tools and technologies that drive efficiency and effectiveness.

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- **Nonprofit Heart:** Familiarity with the regulatory dance of non-profit landscapes, ensuring FolkTime stays in step with compliance requirements while blazing a trail of innovation.
- **Multilingual Marvel:** Fluent in the language of connection – English and Spanish – because breaking down language barriers is your thing!

## **FolkTime's Journey:**

Picture this: 1986 - FolkTime bursts onto the scene, not just as one of the first mental health peer support organizations but as a revolutionary powerhouse with a bold vision to reshape the entire care landscape. Fueled by the magic of peer-centered approaches, we kicked off a mission to provide not just care, but genuine relational support to those navigating the twists and turns of mental health and substance use systems.

Fast forward, FolkTime isn't just a support hub; it's a beacon of community-based mental health empowerment. Our full embrace of the Intentional Peer Support model has sparked a revolution, giving individuals the keys to reclaim their narrative in the grand tapestry of recovery. Forget one-size-fits-all; we thrive on strength-based relationships, fostering resilience and celebrating the unique lived experiences of every single soul who walks through our doors.

In the entrepreneurial spirit, we're not just pioneers; we're trailblazers, redefining the world views of healthcare. Our commitment is more than steadfast; it's a blazing fire to create inclusive spaces where everyone's voice is not just heard but echoes with respect and empowerment on their epic journey to wellness. The FolkTime saga continues, and you're invited to be part of the journey!