



Job Title: Deputy Director

Location: The Brashear CARES Center **Reports to:** Executive Director

FLSA Status: Full-time, Exempt **Reviewed Date:** 02/20/2026

Job Summary:

The Deputy Director is a key member of Brashear’s senior leadership team and a thought partner to the Executive Director. This role helps translate Brashear’s mission, vision, and values into day-to-day operations, ensuring that programs are high quality, data-informed, and coordinated across service areas. The Deputy Director provides direct leadership and coaching to program managers and key staff, strengthens internal systems, supports resource development and compliance, and represents Brashear in community and partner settings. The Deputy Director acts on behalf of the Executive Director when delegated or in their absence. This is an ideal role for a collaborative, relationship-centered leader who is passionate about South Pittsburgh, comfortable “zooming out” to see strategy and “zooming in” to solve operational challenges, and committed to equity, dignity, and community voice.

Supervisory Responsibilities:

- Program Managers (Family Services, Senior Services, Employment Services, Youth Programs) and other assigned staff; indirect oversight of front-line staff across programs.
- Approximately 3-4 direct reports (primarily program managers and key staff) and indirect oversight of 15-25 staff across programs.

Key Responsibilities:

1. Organizational Leadership & Strategy

- Serve as a strategic partner to the Executive Director in advancing Brashear’s mission, vision, and values across all programs and operations.
- Participate as a core member of the leadership team in annual goal setting, work planning, and monitoring organizational performance.
- Help align programmatic priorities, staff work plans, and budgets with the strategic direction of the organization.
- Act as a culture carrier—modeling integrity, transparency, and accountability in all internal and external interactions.

2. Program Oversight & Impact

- Provide leadership and supervision to program managers across key service areas (e.g., youth programming, food assistance, employment resources, case management/self-sufficiency, senior services).
- Ensure programs are delivered with high quality, consistent practices, and alignment with best practices and funder requirements.
- Support the development and use of program metrics and data dashboards to monitor outcomes, identify trends, and drive continuous improvement.

- Facilitate cross-program coordination so families can easily access multiple services and experience cohesive support.
- Champion client and community feedback loops to inform program design, accessibility, and impact.

3. People & Culture Management

- Directly supervise assigned managers and key staff, providing regular coaching, performance feedback, and professional development support.
- Help maintain a positive, inclusive, and collaborative work environment that reflects Brashear's values of engagement, leadership, and integrity.
- Support hiring, onboarding, and staff retention strategies, in partnership with the Executive Director and Director of Operations/HR.
- Assist in building leadership capacity across the organization, including identifying and nurturing emerging leaders.

4. Operations, Finance & Compliance

- Partner with the Executive Director and operations/finance staff to support the development and monitoring of organizational and program budgets.
- Support grant management and compliance: aligning scopes of work with program practice, tracking deliverables, and contributing to reports and site visits.
- Help strengthen internal systems, policies, and procedures that support effective, efficient, and equitable service delivery.
- Ensure programs comply with relevant regulations, contracts, and ethical standards, including safeguarding client confidentiality and data.

5. External Relations & Partnerships

- Represent Brashear in community coalitions, partner meetings, funder convenings, and public events as assigned.
- Build and maintain strong relationships with schools, community organizations, public agencies, funders, and other stakeholders.
- Support the Executive Director and development team with funder stewardship, storytelling, and sharing impact data.
- Help elevate Brashear's visibility and voice as a trusted, long-term partner in South Pittsburgh neighborhoods.

6. Equity, Inclusion & Community Voice

- Advance practices that center equity, dignity, and inclusion in program design, staffing, and decision-making.
- Champion the engagement of residents, youth, seniors, and families as partners and co-creators in shaping services.
- Help ensure that Brashear's services are accessible, culturally responsive, and trauma-informed.

Qualifications

Education & Experience



- Bachelor's degree in social work, public administration, nonprofit management, education, human services, or related field required; Master's degree preferred (or equivalent experience).
- Minimum of 5 years of progressively responsible experience in nonprofit, human services, education, or community-based organizations.
- At least 3–5 years of supervisory experience, including coaching and developing managers and/or frontline staff.
- Demonstrated experience managing or overseeing multi-program service portfolios, ideally including programs such as youth development, food assistance, employment, case management, or senior services.
- Experience with program design, implementation, and evaluation; comfort using data to inform decisions.
- Familiarity with South Pittsburgh communities or similar urban neighborhoods strongly preferred.

Skills & Competencies

- Strong strategic and systems thinking skills, able to connect day-to-day operations to long-term goals.
- Excellent interpersonal and communication skills, with the ability to build trust across neighborhoods and communities.
- Demonstrated ability to lead with both empathy and accountability.
- Ability to manage multiple priorities, meet deadlines, and adapt in a dynamic environment.
- Comfort facilitating meetings, leading cross-functional projects, and navigating change management.
- Proficiency with standard office and data tools (e.g., Microsoft 365/Google Workspace, Salesforce CRM).

Additional Requirements

- Ability to work occasional evenings and weekends for community meetings and events.
- Ability to travel regularly within South Pittsburgh neighborhoods for meetings and site visits.
- Successful completion of required background checks and clearances.

Compensation & Benefits

Compensation is commensurate with experience and aligned with similar roles in the region. The Brashear Association offers a competitive benefits package, which includes health insurance, paid time off, and retirement plan eligibility.

Interested candidates should submit the following:

- Resume and cover letter describing your interest in the position and how your experience aligns with the responsibilities and qualifications

Please send application materials to:

management@brashearassociation.org Subject line: Deputy Director – [Your Last Name]

Applications will be reviewed on a rolling basis until the position is filled.