

# IRIS HOUSE, INC.

## POSITION DESCRIPTION

**Position Title:** Deputy Director

**FLSA Status:** N/A

**Incumbent:** TBH

**Department:** Administration

**Reports To:** Executive Director

**Date:** December 2023

**Location:** 2348 Adam Clayton Powell Jr Blvd

**Salary:** \$120,000 - \$140,000

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### POSITION SUMMARY

The *Deputy Director* is a senior level position at Iris House that reports to and works closely with the Executive Director. The Deputy Director provides overall management to, human resources, Information technology, program evaluation personnel and resources and specific administrative functions; shaping, managing and implementing new initiatives to enhance both Iris House operating efficiency and outcomes; providing program oversight as directed by the Executive Director; reviewing contractual and subcontract agreements; participating in grant submission, renewals and reporting; and overseeing all program budgets, staff allocations and budget modifications. The Deputy Director identifies opportunities and challenges and works across departments and teams to come up with highly innovative solutions and operates on a strategic, managerial and hands-on levels and to help guide the organization across programmatic and administrative functions.

### ESSENTIAL POSITION FUNCTIONS

1. Manage human resources, front desk administration, and IT staff and ensuring compliance with all work policies and complete coverage of these departments and their functions at all times.
2. Serve as de facto Director of Human Resources, ensuring confidentiality of all personnel records, and overseeing all employee benefit plans, mandatory annual employee trainings, submitting all required government filings related to staffing and benefits, and reviewing and, as necessary, creating staffing related contracts as well as filing as mandated by policies and procedures all disability and life insurance and workers compensation claims. Respond as directed and need to any human resource related claims.
3. Review and maintain all Iris House property and related insurance and coordinate all claims processing.
4. Oversee all program evaluation efforts and supervise all related evaluation staff; coordinate evaluation documents and efforts with all program managers, including audit preparation; coordinate and ensure maximum effective usage and, to the extent possible, system design of agency client service tracking systems, including AWARDS, AIRS, Plentiful app and service dashboard.
5. Directly supervise NY-based senior Prevention and Food and Nutrition staff and ensure related programs are in compliance, achieving outcome targets and taking necessary steps/corrective actions to ensure programmatic success. Review budget variances on a monthly basis and coordinate with Budget and Contract Specialist and fiscal department to create and submit budgets and budget modifications on a timely basis. Ensure all funder reports are submitted in a complete and timely fashion. Oversee any other programs as directed by the Executive Director.
6. Oversees Iris House pharmacy program, including overseeing the Pharmacy Care manager, client enrollments and tracking, and treatment adherence program.
7. Provide Executive Director and other parties as required fiscal and evaluation updates and projections as needed.

8. Assist in program development across all Iris House services, including government and private grant writing and, as needed, funder reporting. Proactively identify internal opportunities and challenges and work with the Executive Director to address them.
9. Work with external partners to harness resources and expand service delivery and operational efficiency; represent Iris House in industry-group conferences, professional associations, and other public venues.
10. Other projects and special initiatives as assigned by the Executive Director.

## **POSITION REQUIREMENTS**

**Qualifications and Skills:** Bachelor's Degree with at least 5 years of experience in non-profit administration, contract and budgeting; 5 + years supervising and evaluating HIV/AIDS related program; proven management skills; Experience navigating complex issues and making difficult decisions; excellent team participation and building skills; strong analytical, writing, technical and supervisory skills.

**Travel:** Some travel in community to partners, services sites, etc. and out of state to funder Meetings and conferences

## **CONTACTS**

**Internal:** Frequent contact with Iris House clients and department staff members; occasional contact with visitors.

**Internal:** Frequent contact with contract providers, funders, and other community-based organizations and service agencies.

**Salary Range/hours:** \$120,000 - \$140,000 per annum/35 hours per week (full-time)

**Interested and qualified candidates please email cover letter and resume to Human Resources at [humanresources@irishouse.org](mailto:humanresources@irishouse.org)**