



TACA - The Arts Community Alliance

Deputy Director Job Description

Position Overview: The Deputy Director will serve as the second in command to the Executive Director, playing a key role in the overall management and execution of TACA's mission. This individual will be responsible for supporting daily operations, managing staff, and ensuring the effective implementation of organizational strategies. The Deputy Director will also represent TACA at community events, manage board committee activities, and drive donor engagement initiatives in partnership with the Director of Development.

Key Responsibilities:

- Support the execution of TACA's strategic operational plan.
- Partner with the President/Executive Director to engage the board, ensuring productive involvement and alignment with organizational goals.
- Manage board committee operations, including meeting preparation and execution in collaboration with committee leadership and appropriate staff.
- Represent TACA at key community events, meetings, and public forums as a spokesperson and advocate.
- Support daily operations of the staff, providing leadership to the Director of Development, Manager of Engagement, Manager of Communications, and Director of Programs.
- Lead the implementation of new team structures, including managing transitions and integration of the Engagement Team.
- Oversee the onboarding and management of event contractors responsible for key TACA events.
- Collaborate with the Director of Development to refine and enhance operational processes for donor engagement.
- Support donor acquisition and retention efforts, focusing on expanding TACA's donor base and increasing overall fundraising.
- Work closely with the Director of Development to steward major gifts and maintain relationships with high-level donors.
- Ensure successful execution of TACA's major events, working with contractors and the internal team to deliver high-impact experiences.
- Oversee the planning and execution of additional community engagement initiatives and donor-focused events, ensuring alignment with organizational priorities.

Qualifications:

- Bachelor's degree in Nonprofit Management, Business Administration, or a related field; advanced degree preferred.
- At least 7 years of experience in a senior leadership role, preferably within a nonprofit organization.
- Demonstrated success in managing staff, strategic planning, and board relations.
- Experience in fundraising and donor relations, including donor acquisition and stewardship.
- Experience managing large-scale events and working with external contractors is highly desirable.



Skills:

- Strong leadership and team management capabilities.
- Excellent organizational and project management skills, with the ability to balance multiple priorities.
- Exceptional written and verbal communication skills.
- Ability to cultivate strong relationships with staff, board members, donors, and other key stakeholders.
- Strategic thinking and execution.
- Proficiency in fundraising software and donor management platforms.

Distribution of Work by Percentage:

Responsibility	Percentage
Strategic Operations & Board Engagement: Overseeing the execution of strategic plans and facilitating board committee meetings to ensure alignment with organizational goals and effective board engagement.	25%
Staff Management & Team Leadership: Managing daily staff operations, providing leadership to senior team members, and guiding the integration of new teams to ensure smooth transitions and consistent performance.	30%
Fundraising & Development: Collaborating with the Director of Development to refine fundraising strategies, grow the donor base, and enhance donor stewardship efforts to support organizational financial goals.	30%
Special Projects & Event Management: Leading the planning and execution of major events, overseeing contractors, and managing community engagement initiatives to maximize event impact and organizational visibility.	15%

Interested applicants should complete [this online assessment](#) and submit a current resume via email to info@taca-arts.org. **Incomplete applications will not be considered.**