

Job Posting – Deputy Director

Job Title: Deputy Director

Reports to: Executive Director

Location: McMurray, PA / Pittsburgh area

Job Type: Full-time, exempt

Organization Description:

Southwest Pennsylvania Environmental Health Project (EHP) is a public health non-profit organization that provides wide-ranging support to communities impacted by shale gas and oil development. That support includes health impact assessments, environmental and health monitoring, data and research interpretation, public health guidance, and the Shale Health Effects Registry. EHP's team includes a varied and skilled group of health care providers, scientists, community educators, analysts, and communications experts. The strength of the organization lies, in part, in its direct contact with community members, learning about their circumstances and responding to their need for relevant information and guidance. The organization opened in 2012 and today is at an exciting juncture as we have expanded our focus beyond Southwest PA. We seek to support communities more broadly in understanding the exposures and risks generated by shale gas and oil development, and also to engage in policy dialogues at the local, state, and national levels regarding the public health implications of shale oil and gas activities. We have become national leaders in the comprehensive understanding of, and approach to, the public health consequences of shale development.

Job Summary:

The Deputy Director will ensure the smooth day-to-day operation of the organization through oversight of program budgets and deadlines. S/he will work closely with the Executive Director to translate organizational strategy into operational tasks. The Deputy Director will regularly interact with managers of regional engagement efforts located in multiple offices, further the fundraising and development activity of the organization, and manage records and processes related to employees and contractors.

Various tasks associated with this role include but are not limited to the following:

Primary Duties

- Work with individual team members to ensure productive and efficient operations across all programs
- Collaborate with Executive Director to ensure translation of organizational strategy and funder expectations into specific programmatic goals
- Collaborate with program managers to ensure project budgets and deliverables remain on track
- Administer long-term approach to tracking details of grant-writing deadlines and fundraising timelines
- Work with Executive Director and Bookkeeper to ensure accurate tracking of team activities for use in payroll and grant reporting

Other Duties

- Manage written agreements with contractors and consultants
- Ensure business processes are clear, efficient, and well-documented
- Participate in various internal team meetings, board meetings, and external meetings as needed
- Standing in for Executive Director when needed

Core Attributes Required:

- Ability to thrive in a dynamic, deadline-oriented environment with demonstrated ability to balance multiple, competing demands and establish priorities
- Excellent written and oral communication skills to broad and diverse audiences on a range of complex and technical issues
- Ability to offer creative solutions to complex problems and translate options into implementable solutions
- Attention to detail and comfort with managing deadlines and budgets across multiple project teams
- Basic understanding of current events related to public health and fossil fuel industry issues
- Proven flexibility to new challenges and situations
- Strong analytical and critical thinking skills
- A 'roll up your sleeves' attitude and willingness to take initiative to address issues proactively
- Ability to strategize with team members, with a focus on organizational improvements
- Comfort communicating and coordinating with remote teams
- Passion for the organization's mission to defend public health in the face of oil and gas development

Education and Experience Required:

- Master's degree in public health, environmental health, non-profit management, or related field
- Minimum five years' management, strategic, or leadership experience
- Significant experience coordinating cross-team initiatives
- Prior experience working in a non-profit/public health organization is strongly preferred
- Proficiency in Microsoft Office Suite
- Prior experience and familiarity with Quickbooks and grant-tracking software, such as GrantHub

Salary: Commensurate based on experience

Application Instructions: Submit cover letter explaining why this role is a good fit, resume, and salary requirements to astele@environmentalhealthproject.org.

Apply by April 9, 2020 for first round review.

All applicants and employees will enjoy equality of opportunity and fair treatment without regard to, race, color, age, religion, pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, or prior protected activity.

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