

# Sun Valley Institute for Resilience

## Deputy Director Job Description

**Job Title: Deputy Director**

**Reports to: Lexie Praggastis, Executive Director**

### Background:

The purpose of Sun Valley Institute for Resilience is to advance community resilience in Idaho's Wood River Valley region by educating, investing and collaborating to ensure that the economy, environment and people thrive. SVIR works through two primary programs, Local Food Alliance, which includes 5B Resilience Gardens, SPROUT Kits, and the Locally Grown Guide, and the Impact Idaho Fund. SVIR aims to leverage its work within the food system as a keystone for greater community resilience and continues to examine opportunities to increase our impact in other sectors of resilience including energy, waste management, water, land-use, transportation, wellbeing, housing, among others.

### Job Responsibilities:

The Deputy Director will be an active member of SVIR and join a motivated and driven team. This position will work in close concert with the Executive Director including but not limited to:

- Communicate organization goals and operational plans to all levels of the organization and to prospective and existing donors.
- Assist the Executive Director with strategic planning and coordination of the organization's programs, projects, and policy positions.
- Manage the organization in the absence of the executive director.
- Work to secure financial support for the NGO, write grants, and organize fundraisers.

This position is naturally fluid and will require coordination and collaboration with all SVIR staff and contract workers. The Deputy Director will need to stay up to date in current trends of community resilience, philanthropy, the needs of our community and region, and be open to creative ways to build resilience including multi-organization collaborations. This position requires creativity, forethought, systems thinking and being willing to adapt to an ever-changing environment. The right candidate for this position is one who is a team player, a doer, and a learner.

### Required Experience/Skills:

- Able to work on multiple programs/initiatives concurrently
- Strong communication and relationship building skills
- Experience and track record with major gift programs
- Experience and track record with grant writing
- Willing to work with a small passionate team and help in any and all areas of the organization
- Proficient computer skills with the ability to learn platforms including Google Drive and Microsoft Teams
- Passion for community resilience

- Creative and a systems thinker
- Undergraduate degree

Desired Experience/Skills:

- Knowledge about sustainable/community/local food systems
- Knowledgeable about regenerative agricultural and other Sustainable Development Goals
- Knowledgeable about impact investing
- Network within southern and central Idaho
- Fluent in Spanish
- Advanced degree in related field

Time Requirement & Compensation

This is a full-time position starting June 1, 2021. Compensation DOE. Wellness & technology stipends provided. Work from home opportunity and/or shared office space available.