

POSITION DESCRIPTION: Rural Assembly Deputy Director

The Center for Rural Strategies-Rural Assembly Deputy Director is responsible for carrying out the day-to-day operations of Rural Assembly (RA). This is staff position with managerial responsibilities within Rural Strategies and the internal complement to the VP & Director of the Rural Assembly.



Principle activities include staff and project management, working closely with the Director of the RA to develop projects and campaigns, relationships, and working with staff and partners virtually and in-person.

Areas of Primary Responsibility:

Area #1: Ensure day-to-day operations run thoroughly, deadlines are met, activities coordinated and staff are engaged.

- Plans and runs Rural Assembly staff meetings
- Oversees grant reporting deadlines

Area #2: Management of personnel resources: Motivating, developing, and directing people as they work, identifying the best people for the job.

- Work with VP to develop an equity-minded system to ensure all staff have clear goals, feedback is regular and constructive, and performance review fair and transparent
- Oversee professional development opportunities

Area #3: Oversee issue-specific policy advocacy campaigns in service to advancing rural equity nationally and strengthening the presence of the Rural Assembly in policy discussions.

- Serve as a Rural Assembly representative in national coalitions
- Identify opportunities for Rural Assembly participation in policy advocacy campaigns
- Manage contractors and partners in this space

Area #4: Develop Rural Assembly Fellows program.

- Work with VP to build a Rural Assembly Fellows program
- Advise fellows on issue-specific projects
- Develop programs to enrich their experience

Desired Skills:

- **Highly collaborative and supportive work style.** Skills in motivating and directing people. Takes pride in supporting individuals and teams to succeed.
- **Highly organized and detail oriented.** Can see both the big picture and details. Anticipates challenges and proactively addresses them.
- **Socially Perceptive:** Aware of others' reactions and understanding why they react as they do.

- **Knowledge of Racial Equity and Inclusion principles:** Recognizes ways that race and other identities intersect in the work, especially with communities we serve. Comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms.
- **Negotiator:** Brings others together and tries to reconcile differences. Comfortable working through conflict in respectful and constructive ways.
- **Ability to multitask:** Can create a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backward to make deadlines. Asks for help when needed.
- **Critical Thinking and Complex Problem Solving:** Uses logic and reasoning to identify the strengths/weaknesses and the costs/ benefits of alternative solutions, conclusions, or approaches to problems. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Judgment and Decision-Making:** Comfortable making big and small decisions. Consider both the transactional and emotional impact of actions and decisions.
- **High-level of self-motivation and personal accountability**
- **Skilled at coordinating in a virtual environment**

Desired Qualifications and Knowledge:

- Broad-based educational background that fostered critical thinking skills with a focus on the humanities
- Demonstrated commitment to rural communities
- Knowledge of rural social-economic and cultural issues
- Skilled in developing strong relationships with very diverse range of people
- High degree of initiative and independence
- Ability to create productive conversations among people with very different views
- Proven ability to develop and carry out programs in collaboration with staff and partners.
- Track record of execution of deliverables.
- Working knowledge of public policy making processes and overseeing advocacy campaigns.

Job Location

Rural Strategies staff, fellows, and interns live across multiple time zones in the contiguous United States. If you have a strong broadband connection, you can do you.

Compensation

This is a position for a seasoned leader and professional. We offer a full range of benefits including a 401k with an employer match, health insurance reimbursement account, and an outstanding work environment with salaries competitive for rural America. The salary for this position is in the \$60,000-\$70,000 range depending on qualifications.

Organizational Background

The Center for Rural Strategies is a nonprofit, nonpartisan 501(c)3 organization founded in 2001. Its work is national and focuses on rural communities and rural policy. Rural Strategies is aligned with a broad field of rural practitioners and advocates working locally, regionally, and nationally to provide greater opportunity for rural America. We work through strategic communications, coalition building, public information campaigns, journalism, and strategic partnerships to accomplish our mission.

Programs

Rural Strategies' program areas include the following:

- Coordinating the National Rural Assembly, a network of rural advocates, nonprofit agencies, local and state leaders, and policy makers. The Assembly engages in a variety of information-sharing, organizing, convening, and reporting to better coordinate a rural presence in regional and national policy discussions.
- Publishing the Daily Yonder, a rural news platform that reaches more than 30,000 unique visitors a month, plus thousands more through social media. The Yonder creates and distributes its own reporting and enters partnerships with local, regional, and national media for rural news coverage.
- Helping conduct public information campaigns. Rural Strategies creates national communication campaigns to build support for specific policies and programs. We consult regularly with other organizations on strategic communications, message development, alliance building, press relations, events, and other campaign activities.

Organizational Structure and Values

Rural Strategies maintains a small core staff and works collaboratively with a wide range of partner organizations, independent contractors, and other allies to accomplish its mission. Our home office is in Whitesburg, Kentucky.

Rural Strategies uses a collaborative style of program and staff management. Our staff works closely with each other and with outside entities. The ability to maintain good professional relationships and to represent the organization appropriately in a variety of settings are attributes we value in all staff.

The Center for Rural Strategies does not discriminate on the basis of race, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability or veteran status.

To Apply

Send a resume and cover letter to deputy_application@ruralstrategies.org. Your cover letter should address the following in 1000 words or less:

1. What's important to you personally about working to support rural America?
2. What are the most valuable skills, knowledge, and experience you bring to this role at Rural Assembly?
3. We recognize that no one could bring all the skills and experience we desire in this role. We also want staff with the potential to grow. Which of the desired skills and knowledge in the job description would you prioritize for your professional growth? Why? How might you approach growing these skills?

