

**Deputy Executive Director**  
Sims-Fayola Foundation  
Position Type: Full-Time, Exempt  
Reports To: Chief Executive Officer

## **WHY THIS ROLE EXISTS**

The Sims-Fayola Foundation is entering a phase where impact depends not only on vision and values, but on **predictable execution, clear authority, and durable internal systems**.

As the organization scales its direct service, policy, and systems-change work, it requires a senior internal leader whose primary responsibility is to ensure that **people, operations, and decisions function coherently without relying on founder proximity**.

The Deputy Executive Director role exists to **stabilize the internal system of the organization** so that Vision 2030 can move from intent to sustained, population-level impact for boys and young men of color.

## **HOW THE ROLE CREATES IMPACT**

The Deputy Executive Director (DED) serves as the **senior internal leader and operational integrator** of the Sims-Fayola Foundation. The DED is responsible for ensuring that staff, systems, and workflows operate with clarity, accountability, and alignment to Vision 2030 so that the organization functions predictably and sustainably.

The Deputy Executive Director is responsible for **day-to-day organizational management**, including people supervision, operational execution, and cross-division coordination. This role exists to translate the CEO's strategic direction into disciplined execution while maintaining organizational coherence, staff accountability, and operational integrity.

The Deputy Executive Director does **not** set organizational vision or policy positions. This role exists to run the internal system of the organization so that strategy, programs, and policy can be advanced without founder dependency.

## **WHAT THE ROLE IS RESPONSIBLE FOR**

### **1. Organizational Leadership & Operational Management**

- Serve as the primary internal leader responsible for day-to-day operations of the Foundation.
- Translate CEO direction and Vision 2030 priorities into executable plans, timelines, and workflows.
- Maintain organizational coherence across direct service, policy, and operations functions.
- Serve as the primary escalation point for internal operational, staffing, and execution issues.

## **2. Supervision of the Student Success Division**

- Directly supervise the Director of Programs.
- Ensure programs are implemented with fidelity, quality, and accountability.
- Monitor progress toward program outcomes and intervene when performance or capacity gaps emerge.
- Ensure program operations align with organizational systems, expectations, and reporting rhythms.

## **3. Supervision of the Policy & Advocacy Institute Operations**

- Directly supervise:
  - My Brother’s Keeper Denver Manager
  - Male Educators of Color Fellowship Manager
- Ensure policy and advocacy initiatives are executed in alignment with CEO-approved priorities.
- Oversee timelines, workflows, and deliverables related to advocacy, fellowships, convenings, and campaigns.
- Ensure Institute operations remain disciplined, documented, and coordinated across teams.

## **4. Cross-Division Integration & Accountability**

- Enforce alignment between the Student Success Division and the Policy & Advocacy Institute.
- Implement and maintain shared KPIs, dashboards, and reporting structures across divisions.
- Resolve cross-division conflicts related to priorities, timelines, or resource allocation.
- Maintain organizational learning loops that inform continuous improvement and strategic refinement.

## **5. Operations, Finance & HR Oversight (Year-One Transitional Model)**

- Supervise the Director of Business Operations.
- Serve as the internal lead for coordination with the Professional Employer Organization (PEO).
- Partner with the CEO and fractional CFO firm on financial operations during the first year of the DED’s tenure.
- Ensure budgeting, expense management, and financial reporting processes are executed accurately and on schedule.
- Identify and surface operational, financial, or compliance risks early and recommend corrective action.

### **Clarifying Note**

During the first 12 months of the Deputy Executive Director’s tenure, the CEO retains final authority over finance operations and cash discipline. The DED is expected to build operational readiness and support a planned transition of this authority following Year One.

## **6. Organizational Stewardship & Performance Management**

- Hold final authority for hiring, performance management, and termination decisions for all staff.
- Consult the CEO prior to final hiring or termination decisions for senior staff roles (Director-level and above).
- Partner with the CEO on high-risk personnel decisions that may affect organizational strategy, reputation, or governance.
- Ensure staff management decisions align with Vision 2030, organizational values, and long-term sustainability.
- Cultivate a culture of accountability, clarity, and shared responsibility across the organization.

## **Compensation Overview (Posting-Stage FAQ)**

### **Why doesn't this posting include a salary range?**

The Deputy Executive Director role carries significant authority and responsibility. Final compensation is determined based on experience, demonstrated readiness, and scope of responsibility, while maintaining internal equity and fiscal responsibility.

### **How does the Foundation approach compensation?**

We are committed to equitable, transparent compensation practices that balance competitiveness with long-term organizational sustainability.

### **Will compensation be discussed during the hiring process?**

Yes. Compensation expectations and alignment will be discussed openly at the appropriate stage of the interview process.

### **Does the Foundation offer benefits?**

Yes. The Foundation offers a comprehensive benefits package, which will be shared with candidates as they advance in the process.

## **Required Qualifications**

- Demonstrated experience leading complex nonprofit or systems-based organizations.
- Proven people management and performance accountability experience.
- Strong operational judgment and execution discipline.
- Ability to manage complexity without creating dependency.
- Comfort holding authority in a founder-led organization.

## **Preferred Qualifications**

- Experience in education, youth development, public policy, or systems-change environments.
- Experience managing multi-division organizations or cross-functional teams.
- Familiarity with nonprofit finance, compliance, and HR systems.

## **Role Boundaries & Exclusions**

To preserve clear executive roles and decision-making authority, the Deputy Executive Director does not:

- Set organizational vision or long-term strategy
- Define policy positions or advocacy stances
- Serve as the primary external spokesperson
- Lead major donor cultivation or fundraising strategy
- Override CEO authority with the Board or funders

These responsibilities remain with the Chief Executive Officer.

## **Core Competencies**

- Operational Leadership
- People Management & Accountability
- Cross-Division Integration
- Execution Discipline
- Risk Identification & Mitigation
- Systems Thinking
- Organizational Stewardship

## **Working Conditions**

This position requires regular in-person leadership presence, occasional evening or weekend commitments, and coordination with external partners, vendors, and consultants.