

Job Title: Assistant Director

Reports To: Executive Director

Location: Remote

Employment Type: Full Time

Position Summary

The Assistant Director plays a key role in supporting the Executive Director in driving the organization's mission forward through financial oversight, revenue generation, professional development coordination, and general administrative support. This position is ideal for a proactive, detail-oriented individual with strong organizational, communication, and project management skills.

Key Responsibilities

Financial Support & Oversight

- Assist the Executive Director in managing budgets, financial reports, and tracking departmental or organizational expenses.
- Maintain accurate and up-to-date financial records related to grants, sponsorships, and training programs.
- Help prepare financial documentation for audits, board meetings, and funding proposals.

Revenue Generation (Grants & Sponsorships)

- Research and identify public and private grant opportunities aligned with organizational priorities.
- Draft and submit compelling grant applications and ensure timely follow-up and reporting.
- Develop sponsorship packages and proactively engage potential sponsors and partners.
- Cultivate and maintain relationships with funders and sponsors, providing timely updates and impact reports.

Professional Development & Training Coordination

- Plan, schedule, and execute professional development training sessions and events.
- Collaborate with trainers, speakers, and facilitators to create relevant and engaging program content.

- Manage event logistics including registration, communication, materials preparation, and on-site coordination.
- Collect and analyze participant feedback to inform and improve future training offerings.

General Support

- Serve as a liaison between the Executive Director and volunteers, external partners, and stakeholders.
 - Contribute to strategic planning, program development, and other organizational initiatives.
 - Provide administrative support to ensure the smooth daily operation of financial and training-related activities.
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Qualifications

- Bachelor's degree in Business Administration, Nonprofit Management, or related field preferred.
 - 10+ years of experience in administrative oversight, grant writing, event coordination, or related areas.
 - Minimum of 5 years of professional experience working in roles that include budget oversight of at least \$200,000.
 - 5+ years of Head Start knowledge and experience; familiarity with Head Start regulations, reporting requirements, and operational structure is essential.
 - Strong written and verbal communication skills.
 - Proficiency with QuickBooks and Google Platform
 - Detail-oriented, highly organized, and capable of managing multiple priorities simultaneously.
 - Ability to work independently and collaboratively in a fast-paced environment.
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Preferred Skills

- Experience working in or with Head Start programs, particularly in administrative or financial leadership roles.
- Knowledge of fundraising principles, financial reporting standards, and audit preparation.

- Experience coordinating professional development initiatives or educational events
 - Master's Degree
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To Apply:

Please submit your resume, cover letter, and a writing sample (preferably a grant or sponsorship proposal) to JRG@azheadstart.org.

We are an equal opportunity employer and strongly encourage applications from all qualified individuals, regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, marital status, veteran status, or any other protected characteristic as defined by applicable law. We are committed to fostering an inclusive, diverse, and respectful work environment.