



Deputy Director Position Announcement

St. Vincent de Paul Des Moines is seeking a Deputy Director to join its leadership team.

Position Location: Des Moines, IA

Position Start Date: Fall 2025

Competitive Compensation and Benefits

Salary Range: \$90,000 – \$115,000

ABOUT ST. VINCENT DE PAUL DES MOINES:

St. Vincent de Paul Des Moines (SVDP) is a nonprofit, faith-based organization committed to serving neighbors in need across the Des Moines metro area. Through a range of community-based programs including food pantries, educational services, financial assistance, workforce development, and more. SVDP works to offer hope, support, and opportunities for individuals and families facing hardship. Rooted in compassion and driven by a mission of service, SVDP provides direct assistance to thousands of Iowans each year, returning dignity, promoting self-sufficiency, and building community wellbeing.

ABOUT THE ROLE OF DEPUTY DIRECTOR:

The Deputy Director plays a critical role in guiding the day-to-day operations and internal management of St. Vincent de Paul Des Moines. Reporting directly to the CEO, this position ensures that social service programs and internal systems operate efficiently and in alignment with SVDP's strategic goals. As second-in-command, the Deputy Director serves as a key thought partner and decision-maker, translating vision into action, leading accountability, and helping shape a culture of collaboration and excellence.

This is an ideal role for a mission-driven leader with strong operational expertise, experience managing teams, and a passion for serving the community.

SVDP IS SEEKING -

STRATEGIC LEADERSHIP

- Guides strategic alignment of daily operations with SVDP's mission and long-term goals.
- Champions organizational culture centered on equity, inclusion, collaboration, and shared values.
- Drives innovation and adaptability in program delivery and service models.
- Acts as second-in-command, ensuring continuity of leadership and representing the SVDP externally when needed.
- Converts vision into action by setting priorities, developing strategic plans, and aligning resources with measurable outcomes.

PROGRAMS & OPERATIONS MANAGEMENT

- Manages daily operations across programs, HR, finance, and administration for organizational efficiency.
- Implements internal systems and workflows that streamline work and improve effectiveness.
- Oversees hiring and development, ensuring team cohesion, performance, and accountability.
- Monitors financials and compliance, supporting sound budgeting, reporting, and fiscal controls.
- Tracks program performance, using data to guide continuous improvement and operational adjustments.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field required; Master's degree preferred.
- 7–10 years of progressive leadership experience, ideally in nonprofit operations, human services, or community development.
- Proven ability to manage complex operations, staff, budgets, and systems effectively.
- Strong financial acumen and experience with budget oversight and reporting.
- Excellent leadership, communication, and interpersonal skills.
- Experience with strategic planning, performance measurement, and change management.
- Deep commitment to SVDP's mission, values, and service to the community.

HOW TO APPLY: Please submit your **resume and a cover letter (up to 500 words)** outlining your qualifications and interest in the Deputy Director position to: c.halls@2ttop.com. Your cover letter should speak to your leadership approach, your connection to the mission, and how your experience equips you to help guide St. Vincent de Paul Des Moines into its next chapter.

DEADLINE: Applications will be accepted until **noon Friday, September 5, 2025** and finalists are expected to be interviewed Wednesday, September 11, 2025.

Final candidates will be subject to a background check prior to an offer of employment. This may include verification of employment history, education, criminal record, and other relevant information.

A full job description and other information can be found at <https://www.svdpsm.org/>.

St. Vincent de Paul Des Moines is an equal opportunity employer and prohibits discrimination of any kind. St. Vincent de Paul Des Moines is committed to the principle of equal-employment opportunity for all employees with a work environment free of discrimination, harassment, and intimidation. All employment decisions at the St. Vincent de Paul Des Moines are based on business needs, job requirements and individual qualifications without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected class by federal, state, or local laws. St. Vincent de Paul Des Moines encourages all qualified applicants.

