



Position: Deputy Director

Position Summary

The Deputy Director will work directly with the Executive Director and oversee specified departments to meet the goals and objectives of the Folk School. This position works closely with the Folk School's leadership team and has frequent contact with staff and constituents. The incumbent will be able to connect well with others and is an organized and practiced communicator. Primary responsibilities will include, leading projects and developing tactics related to achieving goals within the strategic plan and campus master plan, overseeing specified departments, conducting weekly meetings with department directors and managers, ensuring goals and department needs are being met in a timely manner, and helping to conduct projects related to fundraising and cultivation efforts. The Deputy Director exercises administrative judgment, assumes responsibility for decisions, consequences, and results impacting people, costs, and quality of services within the school. This is a full-time, year-round, benefits-eligible, exempt position that reports to the Executive Director.

Organization

John C. Campbell Folk School ("the Folk School") was founded in Brasstown, North Carolina in 1925, as an experiment in progressive education. As of 2021, the Folk School offers over 850 week and weekend classes for adults each year in craft, music, and dance. The Folk School also hosts a full calendar of events, including an annual Fall Festival and weekly concerts and dances. Listed as a historic district on the National Register of Historic Places, the 270-acre campus includes fifteen studios, fourteen student houses, a dining hall, a community house for student gatherings and events, and a History Center. The Craft Shop, a fine craft gallery, showcases a diverse selection of traditional and contemporary Appalachian craft. John C. Campbell Folk School operates as a nonprofit 501(c)(3) organization with support from individuals, foundations, and other organizations.

Position Responsibilities

- Assists in ensuring the daily operational needs of the Folk School are maintained efficiently at the highest standard.
- Supervises and ensures the success of assigned departments, including annual departmental goal-setting that reflects organizational goals; directing the development of individual employee work plans in support of departmental and organizational goals; directing the development of accurate annual operational and capital budgets; directing, managing, and supporting department leaders as needed.
- Assists, coordinates, and leads special and/or high-level administrative strategy and planning projects to completion in collaboration with the management team.
- Maintains and updates the campus master plan in conjunction with the Executive Director.
- In 2020, the Folk School embarked on a 5-year strategic plan focused on: human capital, community engagement, diversity in programming, infrastructure, and finance. This position will maintain and update the strategic plan in conjunction with the Executive Director.
- Gathers information and conducts research on strategic initiatives.

- Manages and prepares reports that document the results of strategic and planning projects.
- Prepares “dashboard reports” of financial, development, and enrollment data.
- Communicates routinely with the Executive Director and management with information and strategic updates.
- Acts as the secondary liaison between the Board of Directors and the organization.
- Attends board meetings and reports on projects as needed.
- Develops materials for meetings and other events as requested and participates as needed.
- Actively participates on various work teams and committees.
- Maintains a high degree of knowledge of the different operational systems utilized by the school.
- Participates in the fundraising and cultivation efforts of the organization by communicating with selected donors and provides research and support to the Executive Director for special projects.
- Other duties as assigned.

Education and Experience Requirements

- A bachelor’s degree, required. A bachelor’s and position relevant advanced degree is preferred.
- At least eight years of relevant experience; or a combination of education and experience working with donors, board members, and varied groups of people.
- A minimum of five year’s nonprofit experience is preferred, including operations and funding.
- Knows or is able and willing to understand the organizational structure, the school’s mission, goals, policies, procedures, and systems of operation and the standards and behavior expected of all staff.
- Proven experience in being self-motivated and setting priorities, meeting deadlines, and organizing multiple projects at once.

Position Skills/Aptitudes

- The ability to efficiently navigate and utilize computer software programs including, Microsoft Outlook and Word.
- Ability to work well under pressure and with others in a time sensitive environment.
- Ability to lead projects independently and work collaboratively as needed.
- Strong verbal and written skills and a high-level understanding of interpersonal skills required to handle sensitive and confidential situations.
- The ability to clearly communicate and maintain a calm, helpful, and friendly presence in an active, public-facing office environment.
- The ability to efficiently track and organize information.

Physical Demands

The position requires the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The employee is frequently required to use hands to handle, or touch objects, tools, or controls and to speak clearly and effectively. Ability to work standing for at least 8 hours a day and lift up to 40 pounds. Must be able to work weekends and holidays.

Applications

Please submit the following materials by e-mail to jobs@folkschool.org or via USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover Letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact Information for three professional references

Review of applicants will begin immediately and continue until position is filled.

John C. Campbell Folk School is an EEO Employer. EEO employers are committed to hiring a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, sex, age, religion, disability, sexual orientation, or veteran status, or any other status or characteristic protected by law.