



**Deputy Director (Part-time / Hybrid)
Livermore Lab Foundation**

The [Livermore Lab Foundation](#) (LLF) is a 501(c)3 nonprofit organization dedicated to advancing scientific research and inspiring the next generation of scientists and engineers to help ‘open the door’ to a better future for all. As a key partner to Lawrence Livermore National Laboratory (LLNL), the Foundation raises philanthropic support for Lab research, student fellowships, and community engagement initiatives.

Position Description:

Reporting to and in partnership with the Executive Director, the Deputy Director will help fulfill the Foundation’s operational, program and fundraising goals as it continues to grow. As a new role in the organization, the Deputy will have primary responsibility, under the direction of the Executive Director, for managing the Foundation’s administrative and operating functions including financial management and some development-related work. The position requires a highly organized professional who exercises the highest level of discretion and can work independently while coordinating with team members located in multiple locations. Because this position balances a variety of responsibilities, a high degree of flexibility, a professional attitude, and significant initiative and attention to detail are required. Our ideal candidate is familiar with the challenges and opportunities of managing a growing nonprofit, interested in taking their nonprofit management skills to the next level, and is committed to LLF’s mission. *Note: This is a 25-30 hour per week, hybrid position.*

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Key Responsibilities:

Administration

- Ensure efficient and effective office operations, including supervision of staff
- Refine and maintain formal employment and administrative policies, processes and procedures for all functions of the Foundation’s day-to-day operations. Ensure compliance with all federal, state and local laws and appropriate non-profit standards
- Support management of the Foundation’s customer relationship management (CRM) system (Neon donor database) to ensure that constituents, communications and gifts are properly documented and updated.
- Manage donor accounts and track gift records, supporting team in ensuring appropriate stewardship and communication, including coordination and execution of timely email and print correspondence.
- General document retention and organization. This includes insurance, membership and subscription renewals, invoices, and other legal and financial compliance requirements.
- Support LLF Board committees (take minutes, track action items, write and send follow up reports)
- Work with consultants and vendors to execute the mission of the organization
- Process new hires and ensure compliance with legal human resource requirements
- Other duties as assigned by the Executive Director

Finance/Bookkeeping

- Create and monitor the organization's annual operating and program budgets, including grant reporting.
- Prepare financial documents, including regular board reports and monthly financial statements to accurately reflect the financial condition of the organization.
- Ensure that all grant funds are properly maintained, and milestones are reported.
- Manage all bookkeeping functions including A/R, A/P and payroll.
- Assist off-site accountant in preparing LLF's federal and state taxes and reports.

General Development Activities

- Help design and implement an ongoing process for identifying grant opportunities, including research, proposal submissions, and tracking documents in compliance with reporting requirements.
- Help identify and prepare submissions for foundation and government grants to fund specific Foundation programs.
- Assist in the development of LLF's image by being active and visible in the Tri-Valley community - working closely with other professional, civic and private organizations, government entities and partners
- Assist and support development events and activities

Desired Qualifications, Skills and Requirements:

- Strong attention to detail and organizational abilities, including office management and program development
- Ability to manage multiple projects in a fast-paced environment
- Skills to collaborate with and motivate staff, consultants and volunteers. Previous supervisorial experience with staff or consultants preferred.
- Excellent written and verbal communication skills
- Experience with CRM database management and proficiency
- Experience with contract management
- Solid financial acumen with ability to prepare budget documents and manage accounting and reporting processes
- Proficient in QuickBooks Online, Microsoft Office Suite, Google Workspace, Dropbox. Minimum of two years of QuickBooks experience preferred.
- Available to work some evenings and possible weekends to attend events
- Previous experience in STEAM (Science, Technology, Education, Art and Math) related fields desirable
- Bachelor's degree with at least three years non-profit experience

Licensure and Other Requirements

- Valid CA driver's license and automobile insurance
- May require some travel within the Tri-Valley region
- Ability to pass background check
- Candidate must reside in California and live a commutable distance from LLF office at the time of hire

Equal Opportunity Employer

The Livermore Lab Foundation values diversity and is committed to equal opportunity and non-discrimination in all its policies and practices, including the area of employment and volunteering. Accordingly, LLF does not discriminate against any person based on race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or

ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status or disability, or the perception of any of the above. Diverse candidates are encouraged to apply.

Benefits

We offer a competitive salary combined with a flexible work schedule and remote/office options. The Deputy Director position is an exempt position with an expectation of 25-30 hours per week working from home and in the Livermore office. Salary range of \$52,000-\$70,200 (equivalent to \$40-45/hour).

To Apply

For full consideration, please send a cover letter and resume to the attention of Sally Allen, Executive Director, Livermore Lab Foundation at jobs@livermorelabfoundation.org

First applications review set for December 16, 2024.