



Job Description: Deputy Director, One Arizona

Role Overview

Role: Deputy Director - 501(c)(3)

Location: Phoenix, AZ (Hybrid)

Managed by: Executive Director

Employment Type: Full-time, Exempt

Compensation and Benefits: This position is a full-time role in our \$105,000 - \$125,000 salary range. Benefits package includes: 80% coverage of medical, dental, vision (for dependent/spouse healthcare as well), 401k with match, \$50.00 monthly internet reimbursement (while we're remote), \$60.00 cell phone reimbursement, \$500.00 professional development fund, \$250.00 home office stipend.

Organization Overview

One Arizona was formed in 2010 as a direct response to the growing disenfranchisement of voters and the attack on our Latino community in the form of SB1070. Since then, One Arizona has grown to include more than 27+ organizations representing diverse communities across Arizona, working side by side to build a culture of civic engagement and democratic participation and registering over 600,000 people in the last 6 years. By working together, we've created deep and lasting change in the state we call home. We coordinate and provide tools, technical support, and fundraising to ensure our partners have the necessary resources to meet their goals. Our mission is to improve the lives of Arizonans, especially people of color and young people, by building a culture of civic participation.

Commitment to Racial Equity

One Arizona is committed to advancing racial equity through organizational systems and policies that are consistently tested, evaluated, and updated. Some organizational priorities include:

- Building reflective and equitable state networks and partnerships.
- Increasing engagement of state-based groups building power in communities of color in the planning process.
- Centering state-based groups, building power in communities of color in our internal leadership structures

One Arizona sees its commitment to racial equity as an integral part of its success. Applicants are encouraged to reflect on how they see themselves contributing to our work advancing racial equity.

Position Description

The Deputy Director will serve as a key strategic partner to the Executive Director, leading internal operations, translating strategy into action, and supporting staff effectiveness, cohesion, and accountability. This individual will oversee operational cohesion, build

systems that support staff effectiveness and accountability, and ensure internal structures align with strategic goals. The ideal candidate is a mission-driven leader with experience in civic engagement, advocacy, or community organizing, and strong operational acumen.

Responsibilities

The responsibilities of the Deputy Director will include, but are not limited to:

Organizational Leadership & Strategy

- Partner with the Executive Director to implement and operationalize One Arizona's strategic vision, ensuring that goals translate into aligned team-wide execution.
- Represent the organization at high-level meetings, public events, and with key partners and stakeholders.
- Act as a thought partner and proxy for the Executive Director when needed, helping manage internal leadership functions and keeping momentum across priority areas.

Program Oversight & Impact

- Work with directors and leads to translate strategic priorities into clear work plans, timelines, and benchmarks, ensuring programmatic activities are resourced, aligned, and executed effectively.
- Ensure alignment between programmatic work and organizational mission and goals.
- Support cross-departmental collaboration and integration of program efforts.

Operations & Staff Management

- Supervise and support program directors, senior managers, and other key personnel.
- Design and strengthen systems for team-wide coordination, meeting structures, communication norms, and internal accountability.
- Build and maintain a culture of clarity, accountability, and feedback, ensuring that all staff understand expectations, receive timely coaching, and can connect their work to the broader strategy.
- Lead cross-team planning and coordination across voter registration, GOTV, and democracy defense, ensuring program alignment and clarity on roles, timeline, and deliverables.

Development & Partnerships

- Work with the development team to support fundraising efforts, including grant writing and donor engagement.
- Cultivate relationships with coalition partners, funders, and community organizations.

- Track and synthesize program outcomes for funders, staff, and board members, helping external strategy with internal implementation.

Internal Leadership & Organizational Rhythm

- Own and steward internal systems that help the organization function smoothly, including meeting structures, planning cycles, team-wide check-ins, and information-sharing practices.
- Collaborate with the Executive Director to ensure internal timelines, benchmarks, and priorities are consistently communicated and reinforced across teams.
- Support senior staff in implementing clear delegation structures and workflows that reduce bottlenecks and over-reliance on the Executive Director.
- Maintain a pulse on internal dynamics and flag issues proactively to support a healthier, more sustainable work culture.

Qualifications

Must-Have Approaches:

- **Entrepreneurial and resourceful:** Consistently overcomes challenges and leverages resources to solve problems creatively. Proposes solutions to issues without much guidance (but isn't afraid to ask questions). Proactively asks for help, anticipates problems, and course-corrects where needed.
- **Attention to detail:** Notices and fixes errors that others might overlook. Acknowledges mistakes and turns them into learning opportunities. Has a track record of leaving things better than they found them.
- **Strong sense of ownership and resilience:** Plans ahead and finds alternative paths, when needed, to get to the finish line. Bounces back from setbacks and rejections. Holds a high bar even when things are hectic.
- **Adaptive leadership:** Balances long-term goals with fast-moving realities, adapts with calm under pressure, and helps teams recenter when things shift.
- **Proactive problem solving:** Identifies gaps before they become issues, flags where strategy is disconnected from execution, and proposes actionable solutions that move the work forward.
- **Understands** the role that well-run offices, technology, meetings, events, and sound finances and budgeting play in supporting a mission-driven, high-performance staff.



- **Demonstrated** experience strengthening organizational operations during moments of growth and political complexity
- **Team systems builder:** Able to design and lead effective team operations across multiple programs and departments, and coach managers toward clarity, coordination, and trust.

Qualifications Preferred:

- Strong cultural competence with communities of color and experience working with diverse groups
- Previous experience in Arizona
- Experience in Program/Field Management & Administration
- Access to reliable transportation

Compensation

This position is a full-time role in our \$105,000 - \$125,000 salary range. Benefits include health care, dental, vision, 401k, professional development stipend, phone and internet reimbursement, and vacation time. See more details above.

One Arizona is committed to creating a dynamic, multicultural, diverse working environment. Candidates of color, women, gender-diverse individuals, disabled, and those with other diverse backgrounds and experience are encouraged to apply.

To Apply

Please submit a cover letter, resume, and three references to jobs@onearizona.org. Please include "Deputy Director, YOUR NAME" in the subject line.

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One Arizona is an equal-opportunity employer.