

The Sharing Shelf

POSITION DESCRIPTION DEPUTY EXECUTIVE DIRECTOR

OPPORTUNITY:

The Sharing Shelf seeks a passionate and inspirational leader to join its senior leadership team. The Deputy Executive Director reports directly to the Executive Director and is responsible for the strategic leadership, oversight, and execution of all programs and community engagement efforts. Working in close partnership with the Executive Director and Board, the Deputy Executive Director helps translate organizational priorities into effective, high-impact programs and partnerships.

The Deputy Executive Director ensures that programs are high-quality, aligned with organizational goals, and responsive to evolving community needs. This role oversees program leaders and cross-functional collaboration to drive consistency, accountability, and strong participant experience across all service areas. The Deputy Executive Director also plays a critical external role, strengthening relationships with community partners, representing the organization in the field, and identifying opportunities to deepen impact and expand reach across Westchester County.

ABOUT THE ORGANIZATION:

The Sharing Shelf is a nonprofit dedicated to addressing clothing insecurity among low-income children and teens in Westchester County. The organization combats clothing insecurity by providing children and teens in need with clothing and basic essentials, empowering them to learn, grow and reach their full potential.

Clothing insecurity is a critical but often overlooked barrier, contributing to chronic absenteeism, bullying, and low self-esteem. By meeting these basic needs with dignity, The Sharing Shelf helps remove obstacles to academic success and advances equity for the children and families it serves. To learn more, visit <https://sharingshelf.org/>

RESPONSIBILITIES:

Strategic Leadership & External Engagement

- Serve as a visible ambassador for The Sharing Shelf, building relationships with peer organizations locally and nationally to elevate the organization's profile, share best practices, and foster collaboration.
- Engage actively with the Westchester nonprofit community, developing fluency in issues such as clothing insecurity and diaper need and representing the organization in external forums and partnerships.

Community Outreach & Partnerships

- Set and manage priorities for community engagement in partnership with the CEO/Executive Director, including oversight of a strategic outreach and events calendar.
- Represent the organization at key partner events and cultivate relationships with priority partners.
- Lead strategy and execution of community distributions, ensuring alignment with organizational priorities and establishing systems for tracking and reporting impact.
- Oversee planning and evaluation of seasonal drives, ensuring strong data collection, coordination, and continuous improvement.
- Collaborate cross-functionally to align outreach efforts with inventory, program needs, and organizational capacity.

Program Leadership & Oversight

- Provide strategic and operational oversight of all programs, including Teen Boutique, Clothing Bank, and Diaper Bank, ensuring consistency, quality, and alignment with organizational standards.
- Establish and maintain clear criteria for partner agencies and oversee onboarding in partnership with the Executive Director.
- Guide program leaders in planning calendars, managing capacity, and balancing demand with available inventory and resources.
- Ensure program consistency, strong participant experience, and adherence to organizational priorities across all service areas.

Operations, Volunteer Management & Infrastructure

- Oversee volunteer strategy and operations, ensuring effective recruitment, onboarding, tracking, and engagement across individual, group, and corporate volunteers.
- Ensure systems are in place for accurate reporting, including board reporting, volunteer data, and program metrics.
- Supervise coordination of volunteer communications, recognition, and storytelling for newsletters and social media.
- Oversee warehouse operations in partnership with program and inventory leadership, including volunteer projects, scheduling, facility readiness, and recycling protocols.

Administration, Systems & Performance Management

- Ensure strong internal systems for tracking program outputs, volunteer engagement, and community impact.
- Oversee reporting processes that support board communications, strategic decision-making, and continuous improvement.
- Partner with senior leadership to align programmatic data, operations, and outreach with organizational goals.

Team Leadership & Talent Development

- Supervise and support program directors and key staff, fostering accountability, collaboration, and professional growth.
- Oversee recruitment and placement of interns and volunteers across programs, ensuring high-quality supervision and meaningful experiences.
- Promote a culture of clear communication, shared responsibility, and mission alignment across teams.

QUALIFICATIONS:

Our ideal candidate will embody the values of The Sharing Shelf and with a humble spirit, bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- Senior-level leadership experience in nonprofit programs, human services, or a related field.
- Demonstrated ability to manage multiple programs in a dynamic, community-focused environment.
- Demonstrated ability to lead, supervise, and motivate staff.
- Strong relationship builder with experience engaging external partners and stakeholders.
- Experience with program evaluation, data tracking, and performance management.
- Operational mindset with the ability to balance strategy and execution.
- Commitment to equity and serving low-income communities with dignity and respect.
- Well-organized and high attention to detail.
- Strong proficiency with Microsoft Office Suite, Zoom, and Google tools. Ability and desire to learn new software applications.
- Flexible and resilient; good sense of humor.

COMPENSATION AND BENEFITS:

This position is a full-time exempt, salaried position. The salary range is \$85,000-\$100,000 dependent on relevant qualifications and experience. The successful candidate will be offered generous PTO. While The Sharing Shelf does not have health benefits for full-time employees, a health stipend is available.

The Deputy Executive Director is expected to maintain regular on-site business hours in Westchester, with the flexibility to work remotely on Fridays. Some weekend hours may be required from time to time. The Sharing Shelf is a warm, supportive, and nurturing workplace culture that offers freedom and autonomy in your day-to-day work.

EQUAL OPPORTUNITY EMPLOYER:

The Sharing Shelf is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran, or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling letter of interest via email.
- Send cover letter and resume as ONE PDF DOCUMENT titled “Last Name Cover Letter and Resume” to nonprofitjobs@thestrategygroupllc.org.
- Please title emails as **SHARING SHELF DEPUTY ED SEARCH** in the subject line.

Resumes will be accepted until the position is filled.