



Position Profile  
**Deputy Director**  
Paths for Families  
Greenbelt, MD



Paths for Families is partnering with Dragonfly Central, Inc. to find a Deputy Director. This is an exciting opportunity for an accomplished leader to partner with the Executive Director to lead Paths for Families' business operations, finance, and staff development. This is a new position in the organization, and we seek a candidate with experience with culture change and organizational management. This position requires a candidate who brings strength in business and operations, and will be a strategic thought partner with the Executive Director.

### **Paths for Families**

Paths for Families was founded in 1990 by Janice Goldwater, as an adoption and family well-being organization that partners with communities dedicated to the life-long work of building and sustaining families. For over 35 years, we've been here for expectant parents exploring adoption, birth parents, prospective and current adoptive families, children in need of adoption, people who were adopted, and professionals in the community.

Paths for Families' vision is that every child will grow and thrive within a caring, supportive family and community. Our values are:

*We use an Ethical Approach and Center Human Dignity:* We understand that each journey is different for everyone. That's why we always do what's right, putting the dignity of our clients first in each of our actions. When it comes to building long term, sustainable connections, we know that there aren't shortcuts to nuanced challenges.

*We foster Partnerships within Families and Communities:* We're here for the long-haul because permanency and well-being is a lifelong journey. We foster partnerships—within families, within communities, and across organizations—to create a multifaceted voice, centering those with lived from combined experiences. These invaluable partnerships support our mission of building healthy, lifelong family connections focused on the well-being of our community.

*We practice IDEAS Principles (Inclusion, Diversity, Equity, Access, and Social Justice):* We make sure everyone is fully embraced throughout the journey. Our commitment to empowering individuals across race, ethnicity, gender, and beyond is core to who we are as an organization. We work to lift oppressive structures and practices that create and maintain disparities in service for peoples who have been systematically excluded or underserved. It's a set of ever-changing conversations and we're here to actively take part. Our work is made up of perspectives and experiences that connect us and collectively make us stronger as individuals, families, and a community.

Paths for Families is partnered with organizations throughout the region to build a more resilient, trauma-informed, and permanency-focused community. With a focus on nurturing positive and restorative experiences, we bring dedicated, technical expertise and trauma-informed, evidence-based practices to the communities we serve. On a systemic level, we share our training with professionals in child welfare and the broader community to build trauma-responsive systems of care.

For more information about Paths for Families, see [PathsForFamilies.org](https://PathsForFamilies.org).

### **The Position**

The Deputy Director is the second-in-command at Paths for Families, serving as the primary partner to the Executive Director (ED) in advancing the organization's mission, vision, and strategic priorities. The Deputy Director provides leadership across operations, administration, and staff development to ensure the organization remains financially sustainable, operationally efficient, and mission-aligned. This role oversees internal operations leadership and manages key external vendors overseeing finance and HR, integrating strategy with execution and cultivating a strong, equitable workplace culture that supports staff and program excellence.

## **Roles and Responsibilities**

### **Operations & Systems Leadership**

- Supervise the Director of IT and Operations to ensure strong performance of IT systems, data management, and operational workflows.
- Oversee cross-departmental systems and processes to ensure efficiency, compliance, and alignment with organizational priorities.
- Collaborate with program and development leaders to integrate technology and operations solutions that support client services and fundraising.
- Monitor internal metrics and performance dashboards to ensure accountability and continuous improvement.

### **Finance & Vendor Oversight**

- Manage the organization's outsourced finance provider to ensure high-quality service delivery in budgeting, reporting, and compliance.
- Oversee Accounting Specialist, ensuring accurate bookkeeping and coordination with the finance vendor.
- Ensure timely and accurate preparation for audits, funder reporting, and Board Finance Committee needs.
- Monitor cash flow and resource allocation to support financial sustainability.
- Partner with the ED to align financial decisions with long-term strategy.

### **Human Resources & People Operations**

- Manage the organization's outsourced HR provider to ensure compliance with labor laws, equitable policies, and consistent HR practices.
- Partner with the HR provider to support recruitment, onboarding, performance management, and employee relations.
- Champion organizational culture in partnership with the ED, ensuring policies and practices reflect trauma-informed and equity-centered values.
- Provide coaching and support to internal supervisors to strengthen people management practices.

### **Organizational Leadership & Governance**

- Translate strategic priorities set by the ED and Board into operational plans for staff and vendors.
- Act as a cross-functional integrator, ensuring alignment among programs, development, and operations.
- Serve as second-in-command, stepping into the ED role as needed.
- Support Board Finance and Operations Committee by providing accurate reports, analysis, and recommendations.

### **Experience and Attributes**

- Minimum of 7 years of progressive leadership experience in operations, finance, or administration.
- Master's degree in public administration, nonprofit management, business, or related field preferred.
- Demonstrated ability to supervise senior staff, oversee external vendors, and manage cross-departmental initiatives.
- Strong financial acumen with experience in budgeting, compliance, and funder accountability.
- Commitment to trauma-informed, equity-centered, and family-focused practices.
- Expertise in culture change and organizational restructuring.

## Preferred Competencies

- **Strategic Integrator** – Connects vision to execution across departments and functions.
- **Operational Excellence** – Builds efficient, compliant systems that strengthen organizational performance.
- **People Leadership** – Develops, mentors, and retains talent while fostering a collaborative and equitable culture.
- **Change Leadership** – Guides staff through transitions with clarity, consistency, and empathy.
- **Organizational Stewardship** – Safeguards financial, legal, and ethical integrity while advancing mission impact.

In addition to a competitive base salary of \$130 – 135K, Paths for Families also provides a comprehensive benefits package which includes access to robust health, vision, and dental insurance; an FSA; Basic Life Insurance and AD&D coverage; STD and LTD; voluntary benefits; supplemental whole life insurance, an EAP, retirement plan, sick leave, paid vacation time, and holidays. This is a hybrid position with the expectation of two days in the office per week; residence within the Baltimore/Washington metropolitan area is required.

## Application Process

Paths for Families is partnering with Dragonfly Central Inc. to find the best candidate for the Deputy Director position. To apply, email a cover letter that details your fit with the position's requirements and a chronological resume to [PathsForFamilies@dragonflycentral.org](mailto:PathsForFamilies@dragonflycentral.org).

For all other inquiries, contact Ginna Goodenow at [ginna@dragonflycentral.org](mailto:ginna@dragonflycentral.org).

***Paths for Families is an equal opportunity employer and does not discriminate in employment practices or service delivery on the basis of race, color, national origin, religion, gender, age, disability, citizenship, marital status, creed, sexual orientation, gender expression or gender identity.***