



Commonweal Deputy Director

General Information

Title: Deputy Director, Commonweal
Organization: Commonweal – A health and environment research nonprofit
Main Job Location: Hybrid; this position requires regular on-site work at Commonweal's headquarters in Bolinas, California, with flexibility to work remotely when appropriate.
Salary Range: \$175,000–\$205,000 annually. Compensation depends on experience.
Hours: 40 hours per week – 100% Full-Time Equivalent (FTE)
Categorization: Full-time, Regular
FLSA Status: Exempt
Supervisor: Executive Director
Preparation Date: June 25, 2026

About Commonweal

For more than fifty years, Commonweal has worked at the intersection of health, healing, education, environmental stewardship, and social change. Our work is grounded in collaboration, curiosity, compassion, and a commitment to addressing complex challenges with creativity and integrity.

As Commonweal continues to evolve, the Deputy Director will play an important role in strengthening organizational systems, supporting leadership, and helping build the organizational capacity needed for Commonweal's next chapter.

Position Summary

The Deputy Director serves as Commonweal's senior internal leader, partnering closely with the Executive Director to provide strategic and operational leadership across the organization. This position is responsible for strengthening organizational systems, supporting executive leadership, and ensuring that Commonweal's operations, programs, finances, human resources, technology, and administrative functions work together effectively in support of the organization's mission.

The Deputy Director helps create organizational clarity, strengthens accountability, and builds the internal infrastructure necessary for Commonweal's continued success while preserving the organization's collaborative, mission-driven culture.

Essential Responsibilities

Organizational Leadership

- Provide day-to-day leadership of Commonweal's internal operations.
- Foster collaboration, accountability, and alignment across administrative and program teams.
- Support senior leaders in achieving organizational priorities while removing barriers to effective work.
- Foster a culture of transparency, respect, collaboration, and continuous improvement.



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Operational Excellence

- Provide strategic oversight and coordination of organizational operations, including finance, human resources, information technology, administration, and operational planning.
- Ensure internal systems, policies, and processes effectively support Commonweal's programs and mission.
- Identify operational risks and develop practical solutions to improve organizational effectiveness.
- Monitor organizational performance and recommend continuous improvements.

Program Excellence

- Provide thought partnership to Program Directors and the whole Program Director community to support their program's sustainability, build capacity and mitigate risks.
- Lead design and implementation of annual Program Directors retreat.

Leadership Team Development

- Supervise assigned members of the senior leadership team.
- Conduct regular one-on-one meetings, establish performance expectations, and provide coaching and support.
- Encourage cross-functional collaboration and effective communication among departments.
- Help develop leadership capacity throughout the organization.

Organizational Design and Change Management

- Lead organizational improvement initiatives and operational planning efforts.
- Assess organizational structures, roles, workflows, and capacity to ensure they support Commonweal's strategic priorities.
- Partner with Human Resources to develop or revise job descriptions, clarify responsibilities, and implement approved organizational changes.
- Guide change initiatives thoughtfully while maintaining Commonweal's culture of trust and respect.

Partnership with the Executive Director

- Serve as a strategic partner to the Executive Director on organizational priorities.
- Meet regularly with the Executive Director to review priorities, address emerging issues, and support organizational decision-making.
- Partner with the Executive Director to support fundraising efforts and key relationship management. Support team in implementation good fundraising process and partner to launch new fundraising efforts e.g. Legacy Giving initiative
- Keep the Executive Director informed of significant operational developments.
- Support the Executive Director in Board engagement and Board meeting preparation.
- Assume responsibility for internal operational leadership, allowing the Executive Director to focus on external partnerships, fundraising, strategic initiatives, and organizational visibility.

Qualifications

Essential

- Bachelor's degree or equivalent combination of education and senior leadership experience.
- 10 or more years of progressive leadership experience, including experience managing complex organizations or departments.



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- Demonstrated success leading organizational operations, strategic planning, and organizational change.
- Experience supervising senior managers and developing high-performing teams.
- Strong financial, operational, and organizational management skills.
- Excellent communication, facilitation, and relationship-building abilities.
- Demonstrated ability to manage multiple priorities while exercising sound judgment and discretion.
- Ability to travel regularly to Commonweal's Bolinas campus.

Preferred

- Experience in nonprofit leadership.
- Experience supporting organizational growth or leadership transitions.
- Graduate degree in organizational leadership, public administration, business, nonprofit management, or a related field.
- Experience working within mission-driven, collaborative organizations.

Core Competencies

Successful candidates will demonstrate:

- Strategic leadership
- Systems thinking
- Organizational development
- Change management
- Emotional intelligence
- Collaborative leadership
- Sound judgment
- Excellent communication skills
- Relationship building
- Commitment to equity, inclusion, and respectful workplace practices

Flexibility

This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties, responsibilities, and activities may change or be supplemented at the discretion of Commonweal based on organizational needs.

Physical Demands

All physical requirements for general office work apply to this position.

Work Environment

This position is primarily based at Commonweal's campus in Bolinas, California, with flexibility for remote work as approved by the Executive Director. Regular on-site presence is expected to support leadership collaboration, relationship building, and organizational operations.

Benefits (Depends on classification and regularly scheduled number of hours per week)

Available to all staff:

- **Sick Time Off & Self-Funded 403(b) Retirement Plan**

Available to regular staff (not Temporary or Limited Term):

- **Holidays & Vacation**

Available to regular staff at 50% FTE, and for formerly eligible re-hired employees:

- **Employer-Funded 403(b) Retirement Plan starts Jan 1 or Jul 1 after working 1,000 hours in 12 months**

Available to regular staff (not Temporary or Limited Term) at 75% FTE:



- **Health, Dental, Vision, Life, & Long-Term Disability Insurance** (*Employer funding up to \$1,458 per month or \$19,785 for calendar 2026*)
- **Flexible Spending Plan**

Commonweal is an Equal Opportunity Employer. We are committed to building a diverse workforce and creating an inclusive environment for all employees. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, veteran status, genetic information, or any other protected characteristic under applicable law.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.