

TRADEFUTURES

Job Title: Associate or Deputy Director

Location: Washington, D.C.

Reports To: Executive Director

Salary Range: The salary for this position ranges between \$90,000–\$120,000, commensurate with experience. The role also includes excellent benefits, and eligibility for a defined benefit pension plan.

About TradesFutures:

TradesFutures is the only national nonprofit organization exclusively dedicated to increasing access to high-quality union construction careers through our network of 275+ Apprenticeship Readiness Programs. We work in close partnership with workforce and community-based partners and building trades councils to implement the Multi-Core Craft Curriculum (MC3), support local program quality, and expand access to Registered Apprenticeship opportunities in the unionized construction industry.

Position Summary

TradesFutures is seeking a strategic, mission-driven **Associate or Deputy Director** to help lead the organization through its next phase of growth. This is a key leadership role that will partner with the Executive Director in driving operational excellence, managing cross-functional teams, developing a policy portfolio, and ensuring effective implementation of high-impact programs.

The Associate or Deputy Director will serve as a trusted partner in both day-to-day management and long-term strategy. The ideal candidate is a developing or seasoned leader with a passion for workforce development and access to good jobs, a strong background in nonprofit operations or program management, and the ability to thrive in a dynamic, collaborative environment.

This role will be shaped by the candidate's strengths and interests, with opportunities for leadership across programs, partnerships, grant management, and internal operations.

Key Responsibilities

Organizational Leadership

- Partner with the Executive Director to implement the strategic vision and ensure alignment across departments.
- Represent the organization with funders, partners, and stakeholders, as needed.
- Serve as a thought partner on organizational strategy, policy efforts, growth, and decision-making.

Team & Operations Management

- Oversee development of organizational policies, procedures, and systems to ensure accountability and efficiency. Lead development of budgets and accounting processes.

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- Lead and support internal teams, fostering a positive, inclusive, and high-performing work culture. Manage staff, as needed.
- Help manage staff development, internal communications, and cross-functional coordination.

Program Oversight

- Oversee the design, delivery, and evaluation of national programs to ensure excellence and impact.
- Work closely with project staff to streamline systems, improve performance, and support innovation.
- Monitor program metrics and outcomes to inform continuous improvement.
- Travel to program sites as needed.

Grants & Development

- Oversee and participate in the development of grant proposals, budgets, reporting, and funder communications. Specific experience in grant budgets and organizations dependent on grant funds is required.

Qualifications and attributes

- 8+ years of experience in nonprofit management, workforce development program operations, or a related field, with increasing leadership responsibilities.
- Demonstrated success managing teams, programs, and complex projects or initiatives.
- Strong understanding of systems, operations, and performance management.
- Experience with funder engagement, grant compliance, and reporting.
- Excellent interpersonal, communication, and organizational skills.
- Commitment to equity, access, and inclusive economic opportunity.
- Familiarity with the union construction industry or registered apprenticeship is a strong plus, but not required.
- Skilled collaborator with the ability to build trust across diverse teams and partnerships.
- Flexible, adaptable, and excited to contribute to a growing mission-driven organization.
- Some travel is required.

To apply, please forward a cover letter and a resume to info@tradesfutures.org with the subject line “**Application: 2025 Associate or Deputy Director**”.