

**ORGANIZATION:** Greenwich House  
**POSITION:** Executive Director  
**LOCATION:** New York, NY  
**WEBSITE:** [www.greenwichhouse.org](http://www.greenwichhouse.org)  
**TO APPLY:** Please send resume and cover letter to [GreenwichHouseED@pbrsearch.com](mailto:GreenwichHouseED@pbrsearch.com).

## **BACKGROUND**

Founded in 1902, Greenwich House is a vibrant community hub that helps individuals and families lead more fulfilling lives by offering social and health services, cultural and educational programs, and opportunities for civic involvement to thousands of New Yorkers of all ages and backgrounds. Located in the heart of Greenwich Village, Greenwich House has a thriving music school, a state-of-the-art pottery studio, a sought-after pre-school, a robust after-school and summer arts program, four bustling senior centers, and several social service programs. In each program area, professional and well-trained staff ensure that everyone receives the care and service they need to live a more fulfilling life and contributes to a vibrant community of friends and neighbors in New York.

With the upcoming retirement of the current executive director as well as planned programmatic changes reducing reliance on government funding, the organization seeks a new leader to set the vision for its future and provide the executive and strategic leadership to make that vision a reality as well as planned programmatic changes.

## **POSITION**

The executive director will be a dynamic, creative leader with the ability to develop a strategic and unified vision for an organization that offers a wide array of programs and services. He/she/they will partner with board, staff, and other stakeholders to ensure that Greenwich House, founded as a settlement house for immigrants at the turn of the last century, remains relevant to the needs of today's New Yorkers. As chief spokesperson, fundraiser, and strategic leader of the organization, he/she/they will have a strong external presence and the ability to attract new funders, partners, board members, and program participants. The ideal candidate will also have excellent leadership skills that inspire the staff to think and act collaboratively and strategically, with a goal of serving the overarching mission of Greenwich House – and ensuring that its many programs leverage and amplify one another. The executive director oversees 100 full and part-time staff and a budget of approximately \$15M.

## **RESPONSIBILITIES**

### **Strategic Leadership**

- Work with the board and staff to develop the organization's next strategic plan, creating a compelling vision for Greenwich House today and in the future.
- Effectively communicate the goals of the strategic plan both internally and externally so that all stakeholders understand their roles and responsibilities in making the plan a reality.
- Working closely with current board members, attract and retain new members who will actively support Greenwich House in achieving its strategic, programmatic, and financial goals over the next three to five years.
- In collaboration with the board and the senior leadership team, ensure the fiscal and operational health of the organization and the proper functioning of all facilities.
- Lead and manage the staff so they are inspired to do exceptional work; be a positive and accessible presence.
- Set high standards for professionalism, work product, and collegiality, and hold people responsible for maintaining them; support staff in their careers, ensuring people have opportunities for professional development that enhance their growth and their work.

### **Fundraising and Sustainability**

- Strategize ways to grow development capacity and diversify and attract new funding sources.
- Working closely with the board and staff, raise general operating and restricted support from individuals, foundations, corporations, and government sources.
- Effectively manage, develop, and grow the board, with an eye toward strengthening financial support and the organization's sustainability and visibility.

### **Operations**

- Evaluate current processes, procedures, and systems, and institute new ones as necessary to ensure that Greenwich House is operating with maximum efficiency and with an eye toward continuous improvement.
- Continue to evaluate organizational infrastructure and develop a capital improvement/maintenance plan such that all deferred capital and maintenance issues are eventually addressed.

### **Communications**

- Bolster communication across the organization so departments are sharing information and cross-collaborating in productive ways.
- Communicate in an effective and timely manner so that staff understand board and executive decisions and can adjust their work accordingly.
- Ensure staff members understand how their specific roles contribute to the overarching mission and purpose of the organization.
- Be the external representative of Greenwich House and an expected and welcome member of the local and broader New York City community.

### **QUALIFICATIONS**

The ideal candidate will be a seasoned, strategic, emotionally intelligent leader with a passion for leading a community-based organization. He/she/they will have the ability to understand how and why the organization can and should evolve while respecting and honoring the founding ideals and values it represents. Specifically, the executive director will have:

- At least ten years of executive management experience, with a track record of motivating results-oriented teams.
- Solid fundraising experience with the ability to cultivate relationships and to close contributions from all revenue sources.
- Emotional intelligence; a winning personality; a deep affinity for working with people from all walks of life; and the ability to engage with children, seniors, board members, donors, and community partners with equal ease.
- Excellent management and interpersonal skills; experience leading staff in ways that emphasize teamwork and growth.
- Strong written and verbal communication skills, and a persuasive and passionate communication style.
- A comfort with complexity and the ability to drive multidisciplinary projects forward.
- A track record of working with a board of directors, with the ability to expand existing and develop new board member relationships.
- A bachelor's degree, with an advanced degree in a related field preferred.

*Greenwich House is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Greenwich House will provide reasonable accommodations for qualified individuals with disabilities.*