

ORGANIZATION: Roads To Success
POSITION: Chief Executive Officer
REPORTS TO: Board of Directors
LOCATION: Office is in East Harlem, NY; will require the ability to travel to school sites throughout Harlem, Brooklyn, and the Bronx as needed.
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to RTSCEO@pbrsearch.com with title format "Last Name First Name – Letter Resume."

BACKGROUND

Roads To Success (RTS) was established to provide on-site, integrated academic and recreational after school and summer programs for schools, communities, and agencies. Today, RTS offers a diverse array of programs, including after school in close to 20 public schools, summer, college and career readiness, and youth employment (which helps youth identify their passions, develop plans for the future, become positive members of their communities, and acquire critical skills to facilitate the transition from youth to adulthood). The programs use the Pathways curriculum developed by RTS, which engages students in topics that are often neglected in schools, such as career exploration, education planning, critical thinking, and financial literacy; the curriculum is also available for free on its website to educators everywhere. RTS serves over 4,500 youth ages 5 to 24.

RTS is looking for a strategic leader who will help assess and refine program offerings as needed for maximum impact, build a thriving fundraising function to ensure continued financial sustainability and programmatic flexibility, and bring rigorous business discipline to the organization to ensure that it runs programs and operations at the highest standards of excellence, while continuing to be the standard-bearer and culture-keeper for an organization that makes an essential commitment to students and families.

POSITION

The chief executive officer (CEO) is responsible for the leadership and management of RTS's staff (26 full-time and 140 part-time) and resources at its headquarters in East Harlem while also overseeing RTS programs in locations across Manhattan, Brooklyn, and the Bronx. The CEO will provide leadership for all aspects of the organization, including strategic planning, fundraising, financial management, program development, and community relations. This leader will also collaborate with a range of partner schools and organizations that offer RTS programming. This is a multifaceted position calling for an experienced leader and manager who can refine and implement a strategic vision to achieve the unique mission and impact of RTS. They will build upon RTS's strong foundation while also evolving the organization and diversifying its revenue streams. RTS currently operates on an annual budget of about \$7 million, predominantly funded by government contracts and tuition.

RESPONSIBILITIES

Strategic Leadership

- Work with the board, staff, and other stakeholders to execute RTS's mission of inspiring and empowering young people to take control of their future.
- Effectively communicate the goals of the strategic plan both internally and externally so that all stakeholders understand their role and responsibilities in making the mission a reality.
- Evolve the organizational structure as needed, and ensure that the programs, staffing, and budget are aligned with the strategic plan and are financially sustainable.
- Work closely with the board to ensure that RTS is achieving its strategic, programmatic, and financial goals. Clearly outline roles and responsibilities for board members, including setting strategy and metrics for engagement.

Fundraising and External Relations

- Dedicate the appropriate staffing and financial resources necessary to build a comprehensive, sustainable, successful development function to increase unrestricted giving and ensure the long-term financial and operational health of RTS.
- Be the organization's primary fundraiser, working closely with the board and staff to identify new and grow existing sources of contributed income to support the current operating budget and to build the long-term positive financial sustainability of the organization.
- With charisma and emotional intelligence, be a visible member of the communities RTS serves, with the ability to engage with people from a wide array of backgrounds, including children and families, funders, and community leaders.

Staff Leadership

- Provide strong, effective, clear leadership for approximately 26 full-time and 140 part-time staff.
- Assess and build out the team as needed by making strategic hires in line with organizational goals.
- Ensure staff members understand how their specific roles contribute to the overarching mission and purpose of the organization.
- Be a positive and accessible presence; set and model high standards for professionalism, work product, and collegiality; support staff in their careers, ensuring they have regular reviews and opportunities for professional development that enhance their growth and their work.

Financial and Operational Leadership

- Be responsible for fiscal management, ensuring that RTS operates within budget, maximizes resource utilization, and maintains a positive financial position.
- Oversee the administration of RTS programming across a network of partner schools; expand and grow RTS's community of program partners.
- Oversee RTS's financial operations, ensuring the organization has effective procedures in place.
- Oversee the evaluation of current operational and HR processes and systems to maximize business efficiency and staff satisfaction without losing commitment to mission.
- Continue to codify organizational policies and procedures, with the goal of increasing clarity, efficiency, and fairness across the organization.

QUALIFICATIONS

The ideal candidate will be a seasoned, visionary leader with a passion for RTS's mission and the ability to imagine its future. Specifically, the CEO should have:

Experience

- At least ten years of executive management experience, and a track record of motivating results-oriented teams and taking an organization through its next stage of growth.
- Experience leading a multifaceted organization, including managing a fluctuating roster of staff across multiple sites and a diverse array of program offerings.
- Experience fundraising from private sources, with the ability to cultivate relationships and to close contributions from all revenue sources.
- Experience working with a board of directors, with the ability to expand existing and develop new board member relationships and to create strong board structures in line with best practices.
- Experience leading a youth development, social-emotional learning, or education organization strongly preferred.
- Experience partnering with city agencies and managing government grants is a plus.

Personal Attributes

- A deep, demonstrated passion for youth development.
- Superior managerial and interpersonal skills, and experience leading staff in ways that emphasize collaboration and teamwork.
- The ability to be a strategic and inspirational leader for staff, board members, and the community.
- Strong business sense and financial acumen.
- Emotional intelligence, a winning personality, and the ability to engage with people from various backgrounds.
- Strong written and verbal communication skills; a persuasive and passionate communication style.

COMPENSATION

- Anticipated salary range \$170K – \$200K; commensurate with experience
- Comprehensive benefits package

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Roads To Success encourages you to apply.

Roads To Success 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, Roads To Success will provide reasonable accommodations for qualified individuals with disabilities.