



Executive Director



ORGANIZATION: The 52nd Street Project
POSITION: Executive Director
REPORTS TO: Board of Directors
LOCATION: New York, NY; in-person
INFORMATION: 52project.org
TO APPLY: Please send cover letter and resume as one PDF to 52ProjectED@pbrsearch.com with title format “Last Name First Name – Letter Resume” and complete the Voluntary Self Identification [form](#). This will assist us in improving our hiring practices and ensuring equal opportunities. Participation is voluntary and will not affect your candidacy in any way.

BACKGROUND

The 52nd Street Project (The Project) brings together kids from Hell’s Kitchen in Manhattan, starting at age nine and lasting through their teens, with theater professionals to create original theater offered free to the general public. Through its programs, The Project’s deeper purpose is to strengthen young people’s literacy, build their sense of self-worth, and instill a lasting sense of accomplishment. Project Members also come after school to spend time in a safe, supportive environment, receive help with reading, writing, and math, and be around adults in their community who care. By building on this core experience, The Project fosters a sense of inclusion in a place where the children belong and where their creative work is the driving force. Through long-term mentoring relationships and exposure to diverse art forms – including poetry, photography, theatrical design, dance, and filmmaking – The Project seeks to expand the children’s means of expression and their attitude towards learning. In 2010, The Project opened its current facility, which includes its very own theater ([Five Angels Theater](#)) dedicated to the work of the kids of the neighborhood. The organization currently has an operating budget of ~\$2M, a staff of ~14 and an impressive roster of volunteer artists and actors, many of whom return regularly, as they find the experience fulfilling and artistically stimulating.

POSITION

The next executive director will partner with a dynamic artistic director and committed board to set the strategic direction for The 52nd Street Project at a critical moment, advocating for why The Project matters now more than ever. The incoming ED will succeed an executive director who has capably led the organization for over 30 years and built its reputation as a source of high-quality creative and youth development programming in the neighborhood. The executive director will lead fundraising and external relations, oversee financial and operational sustainability, and ensure The Project continues to be a leading cultural organization with meaningful impact on the children and communities it serves. The ideal candidate is an energetic, entrepreneurial, and collaborative leader with a proven ability to drive sustainable growth and inspire a talented and motivated team.

RESPONSIBILITIES

Strategic Leadership

- Collaborate with the artistic director and board to shape the future of The 52nd Street Project, setting long-term goals for ongoing impact and ensuring that organizational resources are deployed effectively in support of those goals.
- Direct all aspects of the organization’s business and operations, ensuring every function is aligned with creating experiences that build each child’s sense of self-worth.
- Communicate the vision for The 52nd Street Project so that all internal and external stakeholders understand The Project’s primary goals and know how their work and partnership contribute to making them a reality.

Fundraising and External Relations

- Serve as the primary fundraiser for the organization, leading a small development team to design and implement a comprehensive annual fundraising and events strategy that aligns with The Project's strategic goals, strengthens its philanthropic pipeline, and ensures financial sustainability.
- Serve as a compelling and engaging spokesperson and advocate, with the ability to succinctly and clearly explain The Project's mission and goals to diverse audiences.
- Identify, strengthen, and sustain relationships with a variety of partners and stakeholders, including funders, hosts, volunteers, community partners, and elected officials.

Financial and Operational Leadership

- Partner with an outsourced finance team to ensure The Project's operations and finances are aligned with best practices; monitor and report financial operations to the Board's Finance Committee.
- Manage The Project's business activities including financial commitments, contractual arrangements, bill payments, payroll, and information for financial audits.
- Oversee management of all housing and transportation needs for annual out-of-town retreats, including smooth operations and the procurement of supplies as needed.
- Oversee the rental process for the Five Angels Theater and rehearsal space, generating significant earned revenue annually.

Team Leadership

- Provide inspiring, collaborative leadership that strengthens communication across departments and builds a positive, supportive environment that provides opportunities for professional development and has robust HR practices.
- In partnership with the artistic director, nurture an integrated and inclusive work culture rooted in open communication, transparency, and a shared sense of purpose.
- Support the hundreds of volunteers that lend their talents and expertise to The Project's young people each year.

Board Relations

- Work closely with an engaged board to determine and evaluate the strategic direction of The Project, its mission, and goals.
- Develop strong relationships with each board member, ensuring their contribution to The Project is aligned with their interests and the organization's needs.
- Partner with the current board to attract and engage board members who can help the organization realize its mission; participate in ongoing board recruitment.

QUALIFICATIONS

Experience – Required

- Significant executive leadership experience, with a track record of setting and realizing outcomes-oriented objectives in collaboration with an engaged board and dedicated staff
- Experience working in a nonprofit; experience and existing relationships in New York City highly preferred
- Demonstrated success in and a passion for fundraising from diverse sources, collaborating with an active and engaged board and development staff, and building donor relationships
- Strong financial acumen, with experience overseeing a budget and driving financial decision-making
- Familiarity with operational systems and structures and an aptitude for driving operations forward
- Effective management experience leading small to mid-size teams

Experience – Preferred

- Background in theater/performing arts, arts education or youth development
- Bachelor's degree

Personal Attributes

- A commitment to The Project's mission and an ability to define its value proposition, with a deep interest in and passion for young people
- Strong written and verbal communication skills and the ability to represent the organization with emotional intelligence, forge productive partnerships, and effectively engage staff, board, funders, government officials, and community stakeholders
- A creative, entrepreneurial spirit with an ability and willingness to roll up sleeves as needed
- Superior managerial and interpersonal skills, and experience leading a highly capable staff in ways that emphasize collaboration and teamwork

COMPENSATION

- Anticipated compensation is \$140K - \$160K, commensurate with qualifications and 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, The 52nd Street Project encourages you to apply.

The 52nd Street Project 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. The 52nd Street Project will provide reasonable accommodations for qualified individuals with disabilities.