



**Greenwich House**

## Chief Executive Officer



**ORGANIZATION:** Greenwich House

**POSITION:** Chief Executive Officer

**REPORTS TO:** Board of Directors

**LOCATION:** New York, NY

**INFORMATION:** [greenwichhouse.org](http://greenwichhouse.org)

**TO APPLY:** Please send cover letter and resume as one PDF to [GHCEO@pbrsearch.com](mailto:GHCEO@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**

Founded in 1902, Greenwich House responds to the urgent, ongoing, and diverse needs of the community by offering health, human services, education, and arts programs that foster wellness, creativity, and connection. It is a vibrant community hub that serves over 20,000 New Yorkers annually in Greenwich Village, Lower Manhattan, and beyond. 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](#), social service [programs](#) ranging from trauma-informed therapy for ages 3 to 100 to substance abuse recovery, as well as [workforce development](#). 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 contribute to a vibrant community of friends and neighbors in New York.

## **POSITION**

The incoming Chief Executive Officer will provide strategic, operational, and external leadership for the organization, setting a clear vision for its future while serving as its primary ambassador, fundraiser, and public representative. Partnering closely with the board, staff, donors, and community stakeholders, the CEO will strengthen the organization's visibility, expand philanthropic support, and advance its mission and impact.

Working alongside a talented and experienced leadership team, the CEO will establish organizational priorities, guide strategy, strengthen programs and services, and ensure long-term financial and operational sustainability. The successful candidate will be a compelling and persuasive leader with a demonstrated ability to build relationships, inspire confidence, secure resources, and translate vision into measurable results.

## **RESPONSIBILITIES**

### **Strategic Leadership**

- Collaborate with staff, board members, and partners to shape the future of Greenwich House, including refining and driving the organization’s strategic plan and setting targets for desired impact.
- Lead the senior team responsible for programs, finance and operations, HR, and development. Ensure that organizational resources are deployed effectively in support of the goals of the strategic plan.

- Communicate the vision for Greenwich House so that all internal and external stakeholders understand the organization's primary goals and know how their work and partnership contribute to making them a reality.

### **Fundraising and External Relations**

- Work with the chief development officer and the board of directors to ensure that Greenwich House has a comprehensive and diverse fundraising plan.
- Serve as a compelling and engaging spokesperson and advocate, with the ability to succinctly and clearly explain Greenwich House's impact and outcomes to broad audiences with a range of knowledge levels.
- Identify, strengthen, and sustain relationships with a variety of partners and stakeholders, including clients, funders, community partners, and elected officials.

### **Team Leadership**

- Provide inspiring leadership that motivates the team, fosters collaboration and communication across departments, and ensures that the organization has strong leaders in key positions. Ensure that staff see how their specific roles contribute to the overall mission of the organization.
- Work with senior leadership to ensure that Greenwich House has a positive, collaborative, and supportive culture that attracts and retains staff, provides opportunities for professional development, and has robust HR practices.
- Nurture an integrated and inclusive work culture rooted in open communication and a shared sense of purpose.

### **Financial and Operational Leadership**

- Partner closely with chief financial and operations officer to make key decisions and assess progress towards critical strategic and financial benchmarks.
- Collaborate with senior team members to ensure that Greenwich House's operations and finances are aligned with best practices and the strategic plan.
- Provide strategic direction to the organization to ensure its overall financial health and sustainability.

### **Board Relations**

- Work closely with an engaged and active board to determine and evaluate the strategic direction for Greenwich House.
- Develop strong relationships with board committee leadership, ensuring their contribution to Greenwich House is aligned with their interests and the organization's needs.
- Partner with the current board to attract, engage, and retain board members who can help the organization realize its mission and vision.

## **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
- Demonstrated success leading a complex organization with multiple programs serving a wide range of people
- Ability to represent an organization to a wide variety of audiences; experience forging partnerships with individuals, organizations, corporations, and government officials

- A passion for fundraising from diverse sources, collaborating with an active and engaged board and development staff, and building donor relationships
- Strong financial acumen and business orientation

#### **Experience – Preferred**

- Experience working in arts, education, social services, and/or behavioral health

#### **Personal Attributes**

- Committed to Greenwich House’s mission, with a deep interest in and passion for helping individuals and families lead more fulfilling lives
- Superior managerial and interpersonal skills; experience leading a highly capable staff in ways that emphasize collaboration and teamwork
- Ability to operate at a high strategic level while being grounded in the work of the team
- Ability to work professionally with sensitive, proprietary data and client information while maintaining confidentiality
- Strong written and verbal communication skills, including the ability to communicate impact in a compelling way to a wide variety of audiences
- Emotional intelligence; natural ability to engage with diverse audiences, including staff, board members, partners, funders, government officials, and community members
- Empathetic, with the ability to connect with clients from all walks of life

#### **COMPENSATION**

- Anticipated salary range is \$300K to \$350K, commensurate with qualifications and experience; the salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to departmental budgets, qualifications, experience, education, licenses, specialty, and training. The above hiring range represents Greenwich House’s good faith and reasonable estimate of the range of possible compensation at the time of posting.
- Comprehensive benefits package, including medical, dental, and vision insurance and generous paid time off

***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, Greenwich House encourages you to apply.***

***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. Greenwich House will provide reasonable accommodations for qualified individuals with disabilities.***