



Bronx Community Foundation

Director of Operations

Hybrid | Bronx, NY



Background

The Bronx Community Foundation (Bx.C.F.) is the first and only community foundation in The Bronx, solely dedicated to delivering resources to the entire borough. The Foundation supports and invests in community power to eradicate inequity and build sustainable futures for all Bronxites.

Our model is unique in that we engage community stakeholders across the borough in identifying challenges and designing solutions that create four pillars of sustainability:

- Community
- Equity & Justice
- Economic Security
- Health

We believe that it's the power of the people that drives the change. The strength and durability of our strategic solutions come from investing in and pooling our resources, talents, and expertise to create tangible and sustainable improvements to the quality of life in our community. Meaning Bronxites helping Bronxites.

How We Do It

Our focus is to be community-driven and working with place-based organizations to realize a resilient and prosperous Bronx. We are much more than a pass-through funding institution. To make significant progress, we take a unique and strategic role in defining a community-wide common agenda, and we take a collaborative and participatory philanthropic approach toward solving challenges. We accomplish this through engaging organizations and individuals from the nonprofit, education, government, and business sectors in participatory decision-making.

Our Community Power approach empowers partners to co-identify priority areas, undertake quick wins, and set ourselves up for the development of a common agenda to create systemic and institutional change. Once strategic solutions are defined, we fund, create, and help to lead collaboratives focused on solving those challenges. We have a four-step Community Power framework:

1. Collaborate

2. Strategically Plan

3. Empower

4. Implement

Our model empowers stakeholders to agree on priority areas and collaborate to overcome the disparities that have plagued The Bronx for decades.

For more information, please visit thebronx.org.

Position Summary

The Bronx Community Foundation is a startup Foundation that has been growing steadily and is now seeking to dramatically accelerate growth. The President & CEO is looking for a mission-focused, seasoned, strategic, process-minded and execution oriented Director of Operations. This leader will have experience building and scaling an organization, building, leading and growing an executive management team, and developing a performance culture among a group of diverse, talented individuals.

This person will create, manage and oversee all internal functions/procedures, building infrastructure, systems, processes and teams to support the growth of the foundation. They will serve as an integral member of the Leadership Team, helping The Bronx Community Foundation deliver measurable, cost-effective results to make the strategic vision a reality. The ideal person for this role will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team and our partners brings to this mission. While it is essential that the Director of Operations bring efficient and effective systems to increase the productivity of the organization, it is also critical that the team retain the creative spark that drives The Bronx Community Foundations vision.

Responsibilities

Reporting to the President and CEO, the Director of Operations will lead all internal operations and have the following responsibilities:

Operations, HR & Finance

- Serve as a thought partner to the President & CEO, Leadership Team and the Board, providing hands-on and strategic guidance on best practices as they relate to day-to-day operations and project management activities.

- Lead/Drive day-to-day operations management, including but limited to: project management; internal and external communications, human resources, programming activities, systems and IT, budget/financial planning and development (alongside a VP of Development).
- Develop, implement, oversee and execute plans for the operational infrastructure of systems, processes and policies that support growth of the foundation, balancing compliance and risk management needs with operational effectiveness and efficiency.
- Lead organizational goal creation and setting in partnership with the President & CEO & Leadership Team to ensure systemic alignment on operations as it relates to the long-term vision of the foundation.
- Manage the non-profit back-office / operations system, including but not limited to: audits of existing processes; providing system setup and recommendations for optimization.
- Develop a robust performance management process that measures and evaluates progress against the strategic objectives

Organizational Development

- Provide a strong day-to-day leadership presence; engage internal and external stakeholders to ensure that all Operations, HR, Development, Financial, and IT solutions positively support the foundation's evolving strategy, operational delivery, and data collection needs.
- Provide actionable recommendations on both strategy and operations—with an eye to continuously developing and improving systems while creating a positive and vibrant work culture.
- Partner with the President & CEO to maintain relationships and structures of engagement with partner organizations in the Bronx and beyond.
- Develop and manage sustainable systems, optimization, and protocols that facilitate and support integrated practices and automation for all operational and project verticals and day-to-day management of the Foundation..

Qualifications

As a prerequisite, the successful candidate must believe in the core values of The Bronx Community Foundation and be driven by the mission. The candidate should have an affinity toward The Bronx community and demonstrate a passion for breaking new ground to lead social change. Beyond that, we are seeking a candidate that has the drive in building and scaling a new organization and a demonstrated ability to build, lead, build the capabilities of a driven, bright, growing diverse team and collaborate effectively to achieve organizational goals. The candidate should demonstrate strong leadership skills, with an emphasis on

listening, empathy, collaboration and effective communication based on honest feedback and radical candor.

As noted, this is an organization driven by the values of its people, partners and community, so experience in managing a “values-driven” organization will be highly prized. Additional requirements are:

- Aware of (and sensitive to) cultural diversity
- Bachelor's degree and/or master's degree in business or organizational leadership; (preferred not mandatory)
- A strategy and systems-oriented leader with organizational leadership experience in nonprofit operations, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.
- A track record of exceeding goals and a bottom-line orientation
- Ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment
- High level of business acumen including excellent problem solving and project management skills as well as a track record of successful P&L management
- Creative resourcefulness; the ability to balance the delivery of programs against the realities of a budget
- Exceptional capacity for managing and leading people; a leader who has experience building teams and cultivating internal leadership to support organizational growth
- A bold, action-oriented leader who enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Proficient understanding of the Microsoft Office suite and Google G Suite products

Bronx residents, women and individuals of color are encouraged to apply.

Location

While this position is currently remote as the foundation is operating virtually, the plan is to locate a space over the next 12-18 months.

Our Commitment to Diversity, Equity and Inclusion, and Employment Statement

The Bronx Community Foundation profoundly values diversity and is committed to recruiting and retaining individuals of underrepresented backgrounds, including gender, race, religion, and sexual orientation.

The Bronx Community Foundation is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, immigrants, bilingual and bicultural individuals, and members of the lesbian, gay, bisexual, and transgender communities. The Bronx Community Foundation is firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws. The Bronx Community Foundation strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, medical condition including acquired immune deficiency syndrome (AIDS) or AIDS-related conditions, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law.

This position description is based upon material provided by the Bronx Community Foundation, an equal opportunity employer.

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