



Friends of the Children – New York
Executive Director
New York, NY



FR1ENDS of the
CHILDREN
Generational Change,
One Child at a Time
New York

Background

Friends of the Children is a national nonprofit organization that selects and invites youth – all of whom have unique talents, interests and dreams, and face multiple systemic obstacles – to be paired with a paid, professional mentor called a Friend. We hire and train Friends to support our youth from as early as age 4 through high school graduation – 12+ years, no matter what.

Our model is distinct, courageous and proven. We revolutionized the youth mentoring field by creating the first and only long-term professional mentoring program in the country. We are experts in building sustained and nurturing relationships with youth.

This is at the core of what we do. Each child gets a dedicated, one-on-one Friend who listens to their hopes and dreams. Friends empower our youth to set – and achieve – their goals. Friends also create meaningful experiences that empower youth to build life skills and make healthy choices while exploring the child's diverse talents and interests.

Our model is real, and it works.

Today, Friends of the Children reaches thousands of children in over 650 schools in communities across the nation. Our successful model is in 36 locations.

Position

Friends of the Children New York (Friends NY) is seeking a passionate, committed leader to use their lived experience, vision, and connection to the New York community to serve our growing number of families, build out infrastructure and current operational capabilities and continue a record of significant growth.

Reporting to the Board of Directors, the Executive Director will be supported by three direct reports: the Director of Programs, Director of Development, and Director of Operations & Finance. We are looking for someone that will be a passionate advocate for children and families facing life's greatest challenges and will be effective at communicating the urgency of our mission and success of our outcomes. They will excel at networking and fundraising with major donors, corporate leaders, foundations, and the communities we serve. They will also serve a key role in advancing diversity, equality, inclusion, and antiracism.

The ideal candidate will have experience in working with community leaders, caregivers, families, and children, understanding the unique disparities amongst the communities served. The ideal candidate will also have good business acumen, an entrepreneurial spirit, a soft heart for kids and unwavering hope for the impact our program can have for the communities. They will be equally skilled at leading strategic planning, reviewing financial statements, overseeing program evaluation, and asking donors for financial support.

The right leader will be fiercely committed to creating a culture of belonging and equity and will ensure that every aspect of the organization's mission is executed with full engagement of the youth, families and communities. They will be aware of the challenges facing families and committed to walking alongside them to help overcome obstacles and rewrite their stories.

At Friends of the Children, you will be part of an established growing national network that provides professional mentors to thousands of children across the country. As the Executive Director for Friends of the Children New York, you'll receive direction and support from the local Board of Directors and expert support from our National team, headquartered in Portland, Oregon. You'll also work with a talented team of leaders from other locations across the country who collaborate to support the implementation of the model and our award-winning national scaling plan.

Friends of the Children NY has a budget of \$5.4M.

Responsibilities

Leadership and Strategy

- In collaboration with the staff and board set the vision, priorities, and milestones to support the organization's growth and bring it into its next phase
- Provide inspirational leadership and direction to a team of 20+ full-time staff, maintaining clear guidance on innovative and impactful programming priorities, roles and responsibilities, and goal setting
- Lead the development of an inclusive and highly-collaborative team culture
- Work in collaboration with the Board of Directors to advance Friends NY's strategic vision and organizational goals
- Advance diversity, equality, inclusion, and antiracism within the organization and its practices

Executive Management and Operations

- Provide oversight and manage day to day operations of Friends NY, its programs and its staff, managing for current and future priorities
- Work with leadership to align staffing with organizational strategy and priorities
- Provide direct supervision to the Director of Operations & Finance, Director of Programs, and Director of Development
- Work with Friends NY's leadership team to ensure the organization supports continuous staff development and success, identifying and fostering professional development and advancement opportunities for staff

Advocacy, Communications and Community Engagement

- Serve as a respected and credible external spokesperson and thought leader for the organization's mission
- Foster existing and build new trusting relationships with key external stakeholders to advance Friends NY's mission

Operational Excellence and Growth

- With the leadership team, manage the organization's budget and finances
- Attract, motivate, and retain a high-performing executive team overseeing development, fundraising, programming, operations, and human resources
- Ensure organizational systems and infrastructure are capable of supporting the current and future scope of programming
- Act as a proactive and self-starting leader, identifying opportunities and areas for improvement, leveraging resources, and delivering results

Fundraising and Donor Relations

- Establish long-term financial sustainability of the organization by stewarding existing funder relationships, cultivating new ones and ensuring the organization delivers on grant goals
- Strategize and expand upon Friends NY's fundraising pipeline, including stewarding existing and identifying new funding opportunities (including individuals, foundations, and corporate)

Qualifications

- At least five years of executive leadership experience in a mission-driven organization
- A strategic, big-picture thinker, with the ability to execute vision and strategy and translate them into achievable milestones
- An excellent manager and culture-builder; someone who encourages trust, communication, collaboration, and excellence throughout an organization
- Strong financial acumen and experience providing fiscal oversight of a non-profit organization
- Experience leading a fundraising strategy and comfort engaging with major funders including individual donors and foundations
- A skilled communicator and experience acting as a public spokesperson
- A network builder with the demonstrated ability to build credible and trusting relationships with internal and external stakeholders

Salary

The salary range for the Executive Director role is \$200,000–\$250,000 with the opportunity for incentives. Friends of the Children New York offers a generous benefits package.

This position description is based upon material provided by Friends of the Children, NY, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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