

# Executive Director

Confidential Organization (“The Center”)

Brooklyn, NY

Salary: \$225,000 - \$250,000

### The Organization

A highly esteemed and growing Brooklyn-based community organization (the "Center"), "The Center" serves as a hub for a multi-generational and deeply engaged community. It's not just a recreational space; it's a cultural and social cornerstone where people gather, connect, and grow. Families have been coming for decades and many see it as an extension of their homes.

Programs span all ages and interests: youth programs with hundreds of children, senior activities, wellness and fitness classes, holiday events, after-school programs, and community-wide initiatives. The Center's goal is to meet the community's needs whenever possible. The incredible programming for all ages and the deep sense of belonging makes The Center indispensable to its members.

### The Position

The Executive Director (ED) of The Center must be a dynamic executive to serve as the professional leader of a vibrant, community-rooted institution that plays a central role in the lives of thousands of members across generations. The ED is responsible for translating the Center's mission into daily operations that reflect excellence, inclusivity, and warmth. The ED reports to the Executive Board and meets with the Board president weekly to review priorities and provide updates on significant initiatives.

A strong and collaborative manager, the ED leads the C-suite, including an Associate Executive Director, Chief Financial Officer, Chief Program Officer, and Chief Operating Officer. The ED is ultimately responsible for community engagement, programming, facility operations, and staff management – all with a deep sensitivity to the unique culture and expectations of the community it serves. A key focus of the role is sustaining and growing the Center's membership by ensuring it remains a trusted, dynamic, and relevant destination for individuals and families of all ages.

The two top priorities for the ED are: absolutely best-in-class programming and beautifully maintained and presented facilities. The ED will work closely with the CPO, COO and CFO to ensure that all programs are thoughtfully planned, well-executed and on budget with a strong emphasis on the member experience. The ED will run weekly meetings with staff to review upcoming programming, identify opportunities for new programs, address gaps in services, and prepare for space requirements with foresight and intention. Simultaneously, the ED is charged with maintaining and enhancing the Center's physical space—ensuring the facility operates at the highest level of order, professionalism, and presentation. Upgrades and improvements should be ongoing and strategic, reinforcing the Center's role as a welcoming and impressive hub for community life.

The ED must foster a culture of accountability, collaboration, and excellence. Through clear communication, smart decision-making, and visible leadership, the ED will uphold The Center's reputation for excellence—building a sustainable, community-driven future while increasing participation and ensuring continued membership growth.

### Program Excellence & Member Experience

- Lead the development of best-in-class, member-centered programming across all age groups and interest areas.
- Hold weekly program planning meetings to ensure strong coordination, advance preparation, and proper space management.
- Evaluate program performance and member feedback to identify gaps, new opportunities, and areas for enhancement.
- Work closely with the Chief Program Officer to support departmental staff and ensure programs reflect community values and priorities.
- Promote a welcoming, inclusive atmosphere where all members feel engaged, respected, and well-served.



### Facility Operations & Presentation

- Ensure the building is maintained to the highest level of order, professionalism, cleanliness, and presentation.
- Collaborate with the COO to identify and implement upgrades, renovations, and space optimization strategies.
- Regularly assess facility needs and usage patterns to support program growth and operational efficiency.
- Lead a culture of pride in the facility among staff, contractors, and members.
- Oversee vendor relationships and contracts related to building maintenance, security, and capital improvements.

### Staff Leadership & Organizational Culture

- Supervise and support the C-suite and department heads with regular communication and clear expectations.
- Provide effective management of the C-Suite and strong leadership for the entire staff while demonstrating strategic agility and exceptional communication at all levels of the organization.
- Run weekly full-staff meetings to foster alignment, coordination, and shared problem-solving.
- Promote a culture of accountability, excellence, and collaboration at all levels of the organization.
- Identify opportunities for staff development, growth, and internal leadership succession.
- Maintain high staff morale through consistent support, visibility, and recognition of contributions.

## ROLE OVERVIEW (cont.)

### Community Engagement & Membership Growth

- Meet weekly with the Board President and regularly with key board members to align on strategic priorities and decision-making.
- Build and maintain strong relationships with community leaders, donors, and key stakeholders to foster trust and shared vision.
- Proactively cultivate partnerships with other communal organizations to expand reach, create synergy, and enhance community-wide impact.
- Maintain a consistent, visible public presence in the building and at programs, events, and gatherings—demonstrating approachability and commitment to the member experience.
- Be accessible and responsive to members, ensuring they feel heard, valued, and connected to the Center’s leadership.
- Champion strategies to grow and retain membership by elevating the Center’s value proposition, reputation, and responsiveness to evolving community needs.

Membership	Staff Size	Founded
8,000+ Members	350+ (Full-Time and Part-Time)	1982

## THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position possesses the following competencies:

<b>Builds Effective Team</b> Building strong teams with a strong identity that apply their skills and perspectives to achieve common goals.	<b>Stakeholder Focus</b> Building strong stakeholder relationships.	<b>Drives Results</b> Consistently achieving results, even under tough circumstances.
<b>Drives Engagement</b> Creating a welcoming culture that members want to be a part of and where people are engaged.	<b>Communicates Effectively</b> Developing and delivering multi-mode communications that convey a clear understanding of the needs of all members.	<b>Operational Insight</b> Create an effective operating environment to advance the organization’s goals.

### **Additional Qualifications**

#### **•Demonstrates Ability to Lead a Complex Organization**

Demonstrated success in a senior leadership or management role within a mission-driven, multi-faceted organization—nonprofit, communal, educational, or comparable.

#### **Community Relationship Building**

Dynamic and charismatic leader, skilled in engaging community members and partners; maintains a visible, accessible presence and cultivates meaningful connections.

#### **Program Oversight and Strategic Planning**

Ability to oversee and support high-quality, forward-thinking programming with strong planning, collaboration, and member-focused execution.

#### **Operational and Facility Management Acumen**

Experience managing or working closely with teams responsible for facility operations, with attention to detail, safety, and presentation.

#### **Outstanding Communication and Interpersonal Skills**

Strong written and verbal communication skills; ability to engage a wide range of stakeholders and build trusting, collaborative relationships.

#### **Board and Stakeholder Engagement**

Experience working with boards, advisory groups, or community stakeholders with sensitivity to governance roles, partnership, and transparency.

#### **Team Leadership and Staff Development**

Proven ability to lead, motivate, and develop staff; fosters a collaborative and accountable work environment.

#### **Cultural Sensitivity and Emotional Intelligence**

Demonstrated ability to work respectfully and adapt to a community's values and traditions.

#### **Mission-Driven Decision Making**

Strong judgment and ability to prioritize, problem-solve, and make values-aligned decisions under pressure.

#### **Commitment to Excellence**

A drive for continuous improvement and high standards in programming, operations, and overall member experience.

## COMPENSATION AND BENEFITS

### Salary

\$225,000 - \$250,000

The position comes with a generous benefits package.

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, you will be hearing from us soon.

**Ami Abramson**

**Partner**

[aabramson@drgtalent.com](mailto:aabramson@drgtalent.com)

**Dave Yi**

**Associate Talent Consultant**

[dyi@drgtalent.com](mailto:dyi@drgtalent.com)

[Submit an application](#)