



Executive Director

Organization:

Established in 1914, Westchester Children's Association (WCA) is the leading voice for the children & youth of Westchester County. The commitment WCA has toward the well-being of Westchester's children & youth is demonstrated by the changes to policies and services that have resulted from their advocacy initiatives. As the leading voice for the children & youth of Westchester, WCA strives to improve the status quo throughout the County for newborns to young adults.

WCA's reputation is that of conveners of area nonprofits, local & state politicians, and community leaders to promote practical & effective solutions that ensure Westchester's children & youth are healthy, safe and prepared for life's challenges. Passion for turning data into knowledge and being the driving force for change in the community is part of the makeup of the entire staff and board.

Overview of the position:

At this juncture, the Board is committed to retaining an experienced executive to lead the organization for this next chapter. Reporting to the Board of Directors and working closely with the staff, the executive director will focus on building productive working relationships with elected officials, partners and the community at large.

S/He will intuitively know how to resource the issues that agency advocates and identify new issues that need to be undertaken. S/He will be extremely comfortable with public speaking, leading & facilitating research & advocacy for children's issues, an avid listener, and collaborative by nature. S/He will appreciate the value of technology and data in creating educational materials to advance current agendas.

The ideal leader will be familiar with the political environment in which WCA functions, understand Westchester County & surrounding communities, and be thoughtful toward the social sensitivities associated with the constituents served.

KEY RESPONSIBILITIES

Fundraising & External Affairs:

- serve as the face of and key spokesperson for WCA to all external stakeholders, participate in thought leadership, and influence decision makers around children's issues
- ensure increased visibility and awareness of WCA's focus issues via formulating and implementing a sustainable communications campaign
- in conjunction with the Director of Development and the Development Committee, create a fundraising strategy to ensure new and diverse revenue streams are identified and new and unrestricted resources are secured

Strategic Vision:

- espouse the recently approved strategic priorities and execute accordingly
- identify any anticipated obstacles or challenges the organization may face in the next 1-3 years and develop a strategy to address and where possible circumvent these issues
- stay abreast of external trends and issues that may impact the future direction of the organization and ensure Board is updated regularly

Growth & Sustainability:

- ensure all initiatives are evaluated regularly and adapted where necessary for maximum impact and measurable results
- oversee sound fiduciary management for all departments: organizational and project budgets, accurate financial reporting, investment strategies, grant compliance, and annual audit
- establish and maintain applicable resource management processes

Leadership:

- establish an efficient organizational structure to ensure ongoing productivity
- supervision of all assigned staff including: interviewing, hiring decisions and training employees; planning, assigning and directing of work; performance evaluations; rewarding and disciplining employees; addressing complaints and conflict resolution

Board:

- support Board with all Board & Committee staffing requirements, meeting materials and agendas

- plan opportunities for continuing board development

Characteristics:

Westchester Children's Association is seeking an Executive Director who is a politically-savvy people person who understands the complexities involved with children's advocacy work.

Skills & Attributes:

- dynamic advocate with excellent communication and public speaking skills
- demonstrated history of executing vision and strategic priorities
- proven track record in securing non-government, unrestricted funds, and developing diversified funding streams
- data driven and analytical proficiency
- exemplary board relationship development and management expertise
- strong leadership, team building, and supervision skills
- strategic thinker, especially in planning and building of collaborative relationships
- financial acumen and budget management experience

Qualifications:

A Master's degree related to Public Administration, Advocacy or Public Policy and proven management experience.

Compensation: Commensurate with experience

How to Apply: WCA is an equal opportunity employer and interested candidates should email their resume, cover letter and salary requirements to: WCA Search Committee at wcaed@supportcenteronline.org. Applications will be considered on a rolling basis, so interested applicants are encouraged to apply early. Applications without cover letters will not be considered.

Visit WCA's website at <http://www.wca4kids.org/>