



EXECUTIVE DIRECTOR

Mission: The HOPE Program empowers New Yorkers to build sustainable futures through comprehensive training, jobs, advancement, and lifelong career support.

THE OPPORTUNITY

Do you firmly believe in the dignity of work and that everyone fully deserves the opportunity to thrive in the workforce, including those who need a second chance?

Are you motivated to address pervasive poverty and racial injustice that all too often strip people of fundamental opportunities for employment, economic stability, and the ability to contribute to their communities?

Are you ready to take a successful workforce development organization to the next level with an optimistic spirit, building upon existing strengths while setting your own path for the future?

Will you lead with a sense of urgency to create pathways to employment for participants to build upon their assets and drive their transformation?

Are you driven to promote sustainability on all levels, including investing in long-term employment and emerging economies, that provide financial stability and green job opportunities?

If so, we invite you to keep reading and think about the untapped opportunities for you to make a lasting difference in the lives of others.

ABOUT THE HOPE PROGRAM

The HOPE Program is a leader among New York City job-training providers, upskilling adult jobseekers (ages 18 to 70) for a broad range of sectors, including a focus on green infrastructure and maintenance, construction, and related careers. HOPE works with individuals facing deep structural barriers to employment, including histories with the criminal legal system, current and/or past homelessness, substance abuse, low educational attainment, and more. Our comprehensive approach includes classroom



PHILLIPS OPPENHEIM

The HOPE Program

Executive Director

Page 2.

training, industry-recognized certifications, digital literacy and access, financial literacy and access, mental health support, case management, paid job training, and our signature “HOPE for Life” approach, which provides a vital community of support throughout the lives of HOPE graduates’ careers. With measurable outcomes among the strongest in the industry, HOPE addresses racial injustice and builds a more equitable future for New York City.

HOPE is a 39-year-old organization with a budget of over \$8 million. It employs more than 60 full-time staff and serves hundreds of clients per year across six programs based out of downtown Brooklyn and the Hunts Point section of the Bronx. HOPE has a diverse funding base including foundation, corporate, government at all levels, individuals, and earned revenue.

THE POSITION

The Executive Director position is a leadership opportunity for an individual with management and fundraising expertise, initiative, and an entrepreneurial spirit to oversee one of New York’s premiere workforce development nonprofits. As HOPE’s chief advocate, spokesperson, and fundraiser, the Executive Director will capitalize on HOPE’s unique platform of direct service delivery and seek to expand both the organization’s constituency and financial support base.

The Executive Director will manage and direct the overall organization and its programs, operations, and staff. Reporting to the Board and overseeing a strong executive team, they will ensure that the organization is fiscally and administratively sound and that its operations, communications, information systems, plans, and fund development efforts are coordinated and support the strategies and policies agreed upon by the Board.

The new leader will be expected to maintain HOPE’s reputation and leverage HOPE’s brand as one of the most effective workforce development programs serving high-needs populations in New York City. Fundamentally, they will help move the institution forward in meeting the needs of some of New York City’s most vulnerable individuals.

HOPE addresses both:

- The supply side of the workforce development equation – by identifying ways to attract and prepare student populations for sustainable employment; and



The HOPE Program

Executive Director

Page 3.

- The demand side of the workforce development equation – by partnering with employer stakeholders to identify new placement opportunities and employment sectors, with a particular focus on the green economy.

HOPE is diligent about developing and executing five-year strategic plans. It is HOPE's proactive way of envisioning and enacting growth that evolves the organization. This forward-focused visionary exercise empowers the organization, staff, and Board to work together to achieve growth targets. The Executive Director is key to this process and to the implementation of the plan as it drives HOPE's organizational growth.

KEY RESPONSIBILITIES

- Thoroughly understand, embrace, and exemplify HOPE's model, mission, policies, culture, values, history, students, key stakeholders, programs, finances, fundraising efforts, and potential.
- Engage with the Board Chair, Board members, and other stakeholders to continually develop, refine, and communicate a clear vision, mission, and strategy for HOPE.
- Develop a strong working relationship with the Chair of the Board and the Executive Committee. Coordinate the efforts of various Board committees to ensure maximum use of HOPE's talented working Board.
- Continually seek improvement of HOPE's program outcomes. Ensure that program and services are properly resourced, relevant, and sustainable, and that delivery and evaluation processes are coherent and well integrated.
- Facilitate the ongoing development and management of staff. Identify strategies to maintain high morale and facilitate unity around a common purpose. Create an atmosphere that rewards initiative as well as cross-departmental collaboration.
- Support both DEIA and Staff Wellness initiatives.
- Assume leadership of HOPE's fundraising from the Board, individuals, corporations, foundations, and government. Work closely with the Chief Development Officer, the development team, and the Board's development committee to create, execute, and regularly monitor an aggressive fundraising plan.
- Establish personal relationships with key donors to encourage ongoing support. Continue building a funding constituency that extends beyond HOPE's current donor base.
- Identify and capitalize on employment trends. Pursue relationships with employer stakeholders to develop employment opportunities and to tailor HOPE's program to focus on employer needs.



PHILLIPS OPPENHEIM

The HOPE Program

Executive Director

Page 4.

- Raise the organization's profile and visibility. Present HOPE's model at key conferences and other relevant government, nonprofit, and private-sector events. Serve on boards of community partners and work closely with thought leaders in workforce development.
- Provide oversight of all financial aspects of the organization including budgetary processes, audits, cash flow management, and financial analysis to ensure that sound and efficient financial structures are in place and that reporting systems are accurate.
- Lead and manage the implementation of HOPE's five-year strategic plans including but not limited to engaging with staff to set the strategic growth vision and partnering with the Board to ensure support and goals within the plan.

IDEAL EXPERIENCE

- Critical interest in HOPE's mission and programs and demonstrated commitment to serving marginalized and underserved populations.
- Leadership, management expertise, and strategic capability to run a dynamic, service-oriented institution.
- Fifteen or more years of professional experience including successfully managing professionals, operations, and the fiscal affairs of a significant nonprofit, private, or governmental organization. Proven effectiveness in empowering staff and collaborating with a board.
- Experience with direct service delivery in a social service organization or comparable scenario.
- Senior fundraising experience in major gifts from both individual and institutional donors. A track record of raising resources from government agencies is a plus.
- An understanding of the need for rigor and multiple metrics in evaluating and improving programs and outcomes and an orientation toward demonstrating and increasing impact.
- Excellent interpersonal skills; an adept listener who also can communicate clearly and passionately both in writing and verbally. Comfortable with both formal and extemporaneous presentations.
- Expertise in serving as a leader, team builder, collaborator, consensus builder, and change agent.

IDEAL CHARACTERISTICS

- An inspiring, persuasive, energetic, and dedicated leader and spokesperson who is optimistic about affecting change.



The HOPE Program

Executive Director

Page 5.

- A strong manager who is able to successfully manage HOPE today while providing a vision for the future. Able to conceptualize and express ideas and anticipate and act on events which may create opportunities for HOPE tomorrow.
- Skills to maintain and expand a sense of team spirit and common purpose in an environment where mutual respect, informality, collegiality, and diversity are valued.
- An ethical individual with outstanding human qualities, able to relate to and show respect for diverse audiences.
- New York City savvy, with the ability to translate knowledge and connections into action.
- A decision maker who is firm and confident yet flexible, able to develop credibility with a seasoned workforce and external stakeholders.
- An undergraduate degree; a relevant graduate degree is a plus.
- Strong comfort level and proficiency with technology.
- Experience managing dual sites with a strong and flexible work ethic.

SALARY/BENEFITS

The estimated annual salary for the position of Executive Director is \$220,000. HOPE offers a comprehensive and competitive benefits package.

HOPE is an equal opportunity employer. HOPE does not discriminate on the basis of race, color, gender, socioeconomic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. HOPE seeks a diverse pool of candidates as diversity is a celebrated value and strength at the organization.

Applications including cover letters and resumes and nominations should be sent to the attention of Paul Spivey at HOPE@PhillipsOppenheim.com.

