

UNION SETTLEMENT

EXECUTIVE DIRECTOR

<https://unionsettlement.org/>

The Organization:

Founded in 1895, Union Settlement is the premier social service and social justice organization in East Harlem. One of the largest settlement houses in New York, with over 300 employees and an annual \$30 million budget, Union Settlement serves more than 10,000 East Harlem residents of all ages each year through its education, health, senior services, youth development, early childhood education, counseling, and economic development programs. Union Settlement is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities.

With a population greater than that of Albany, New York, East Harlem has long been a portal community to waves of immigrant populations. With each new generation—beginning with the Irish, Eastern European, and Italian populations of a century ago, to the more recent mix of Hispanics and African Americans, and the latest arrivals from, the Caribbean, Central and South America, Mexico, West Africa, the Middle East, and China—Union Settlement has been able to transform itself to meet new demands and has proven to be a sustained and sustaining community bedrock.

Since its founding, Union Settlement’s workers have organized community residents to win pioneering victories around public health, education, and community development. In a reflection of its reformist roots, today Union Settlement is connecting its staff and program participants to:

- Strengthen New York City’s early childhood system and expand subsidized programs for low income children. Safe, stable, and high-quality early childhood education and afterschool programs are critical to promoting children’s academic and social success and supporting working families.
- Increase public investments in Adult Education to meet the need and demand for classes from all the learners in our community. 1.7 million adult New Yorkers lack a high school degree or English proficiency, or both, and too many who want to advance their education cannot find seats because programs are underfunded.
- Identify and address the needs of East Harlem’s seniors as the neighborhood – like the rest of NYC – ages. Our five senior centers and Meals-on-Wheels program help over 2,000 seniors stay healthy and connected and have proven invaluable in addressing senior isolation during the pandemic.
- Understand and impact the ways that decisions about the neighborhood are made. As the largest social services provider in East Harlem, and its third largest employer, Union Settlement recognizes the opportunity and responsibility to be an anchor for community building and civic participation in the neighborhood that is its home, and to engage in citywide advocacy efforts. Most recently, Union Settlement has been one of the leading nonprofit voices advocating on behalf of low-income communities of color for police reform, vaccine equity, and wage equality,

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The Role:

Title: Executive Director

Reports to: Union Settlement Board of Directors

Location: New York City

Overview:

In conjunction with the Board of Directors (the “Board”), the Executive Director (the “ED”) provides the overall vision, leadership, management, and motivation to the organization - its staff, clients, Board and donors. The ED is responsible for implementing Union Settlement’s mission through leadership of the organization’s programs and services and exercising financial oversight. The ED will work to ensure that Union Settlement continues to have the necessary resources to fulfill its crucial mission, inclusive of funds garnered through focused outreach and ambassadorship.

The ED is responsible for the management and direction of all aspects of day-to-day operation. This includes the supervision of staff, development of management systems and procedures, fiscal responsibility, and the management of all programs.

As the chief spokesperson, representative, and fundraiser of Union Settlement, the ED is responsible for marketing the organization and communicating with its various constituencies and funding sources (both private and public), other social service organizations, clients, and the general public. The ED must be a strategic thinker with the ability to build upon a successful foundation and work closely with the Board and senior leadership team to refine Union Settlement’s vision.

Key Responsibilities:

Leadership & Strategic Vision:

- Oversee a strategic planning process in coordination with the Board and senior leadership.
- Drive the vision and strategy, engaging both internal and external stakeholders to achieve Union Settlement’s mission and next level of impact.
- Evaluate programs and services in order to meet the needs of current and future clients, manage the organization for optimal service delivery to clients.
- Create and manage relationships with coalitions and other human service and community organizations.
- Build visibility of the organization. Serve as spokesperson for the organization and communicate effectively the mission of Union Settlement to its various constituencies. Work with all constituencies to enhance the organization's image, increase its public recognition and foster further growth and expansion of its effectiveness.

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Management:

- Provide inspirational leadership and management of staff in the implementation of policies and goals of the organization, across multiple sites and functions; build and nurture an organizational culture that is grounded in a shared vision, vibrant teamwork, and accountability, strengthened by ongoing professional development and career advancement opportunities for all staff.
- Be open and available to staff as appropriate, further building a congenial, team- oriented, "family" environment, and a solid management team.
- Further develop and maintain strong management policies, systems and procedures for the organization.
- Inspire, energize, coach, and develop a diverse team with multiple perspectives and talents; motivate and collaborate, actively seeking input from all staff.
- Plan and execute the allocation of available resources in order to most effectively achieve the mission and strategy of the organization.
- Ensure that employment policies, protocols and practices continue to assure a workplace free of discrimination and exemplify Union Settlement's commitment to diversity, equity, inclusion, and anti-oppression.

Fundraising:

- Lead diversified funding development efforts in partnership with the Board, and development team, focusing on individuals, corporations, foundations, fundraising events, and city and state governmental funders, further building relationships and increasing funding for the effective operation and future growth of Union Settlement.
- Lead internal organizational development efforts that enhance the immediate and long- term financial viability of the organization to move Union Settlement into the next stage of development.
- Develop professional relationships across a spectrum of constituencies (strategic partnerships, corporate employers, educational institutions, policy makers, diverse funders) that can support and enhance the organization's reputation, impact, and sustainability.
- Engage the Board and provide resources and support that enable all members to serve as brand ambassadors for the organization.

Financial & Operational Sustainability:

- In collaboration with the finance and development teams, provide financial oversight and direction for appropriate fiscal management. Submit operating budget that is communicated to all staff and to the Board, for Board approval and administer within approved budget.
- Conduct oversight of all operational functions to enhance efficiency, impact, and collaboration; ensure compliance with all regulatory, legal, and funding requirements.
- Provide leadership on resource allocation and expenditure; work closely with staff to take Union Settlement to the next level of HR, IT, and financial systems that thoughtfully and responsibly support programmatic needs and align with the priorities of the organization.
- Prioritize the evaluation of service offerings and program efforts; use metrics to make decisions regarding the development of new programs, partnerships, fundraising, and initiatives that are tied to the strategic plan and financial targets.

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Board of Directors Relationship & Board Development:

- Engage the Board in both its important governance and fundraising roles by actively communicating opportunities, strategic choices, and progress toward goals, assure flow of information and provide support to the Board regarding the status of internal and external issues affecting the organization.
- Serve as a thought partner to the Board to ensure that relevant, accurate, and timely information is provided to inform and guide the board's strategic level thinking.
- Support and collaborate with the Board Chair and Board Executive Committee to cultivate and attract a strong pipeline of new and diverse members.
- Regularly report to the Board Executive Committee on the organization's fiduciary and strategic initiatives.

Candidate Profile:

Professional Experience:

- 15+ years of progressively responsible leadership experience, with 7+ years at the executive level.
- Broad general management experience across finance, operations/technology, strategic marketing, program, fund development, and working with non-profit boards.
- Professional experience in the nonprofit, public or corporate sectors, or a combination thereof.
- A proven commitment to equity and social justice is a must.
- Demonstrated achievement in transformative environments, bringing to scale complex, multi-site organizations; ability to assess infrastructure/operational requirements necessary to support sustainable growth.
- Mentoring, professional development, people management, and leadership skills; evidence of leading change with positive outcomes; an inspiring team builder who engenders trust and builds group commitment to goals and objectives.
- Strong financial management and business modeling skills; experience creating annual operating plans and budgets that support strategic objectives.
- Demonstrable multi-cultural management experience, including recruitment and development of diverse teams, and a high level of emotional intelligence.

Competencies:

- Strategic, high-integrity and visionary leader, passionately committed to Union Settlement's mission; combines strong leadership, organizational management skills, and creative problem-solving with commercial instinct and resourcefulness, in the service of social change.
- Collaborative, culturally competent, connector who thrives in fast-paced, complex environments.

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- Exceptional relationship-building skills; actively seeks input from others, creating an atmosphere where ideas and information are easily exchanged; able to inspire and motivate people at all levels within and outside the organization.
- Strong communicator with the networking capabilities to successfully carry out the role of ambassador and advocate for Union Settlement and the East Harlem community.
- Development and fundraising acumen to cultivate individuals, foundations, and philanthropic organizations.
- Operational and financial management capabilities including hands-on budgetary development with capacity to efficiently grow Union Settlement programs to better serve the East Harlem community.

UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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How to Apply:

If you or someone in your network is interested in exploring this opportunity, please submit a cover letter and resume to:

Debbie Tang - Partner, Bridge Partnersdebbie.tang@bridgepartnersllc.com

and

Larry Griffin - Partner, Bridge Partnerslarry.griffin@bridgepartnersllc.com