



Title: Executive Director
Status: Full-Time Exempt
Reports to: Executive Director - LA
Salary range: \$145,000 to \$155,000 DOE

OUR HOUSE Grief Support Center is expanding its reach from Los Angeles into New York City, and we need YOU – A talented and motivated Executive Director to help open and operationalize this transformative grief support center for children and families!

Grief is a universal experience, yet New York City has been without a full-service grief support center to provide the support grievers need to find hope and healing, until now. For over three decades, OUR HOUSE LA has helped thousands of children, teens, and adults in find hope and healing after the death of someone close. This is a unique opportunity for you to join at the ground level of this transformative initiative to make a lasting impact in the community!

Job Description: The NYC Executive Director is responsible for OUR HOUSE New York City's (OH NYC) consistent achievement of OUR HOUSE's mission, strategic goals, and fund development/financial objectives, helping to maintain the agency's excellent reputation. The NYC Executive Director supervises and empowers the NYC leadership team and assists the NYC Advisory Board in fulfilling its functions, ensuring that all Advisory Board members, staff, volunteers, and donors are working to achieve a common vision and purpose. Reporting to the Los Angeles Executive Director, the NYC Executive Director supports OUR HOUSE's entrepreneurial, nimble, and collaborative style.

Qualifications:

- Five to seven years of relevant senior level leadership experience
 - Bachelor's degree is required. An advanced degree in related fields such as social work, nonprofit management, business, public administration, or public health is preferred.
 - Demonstrated successful experience and comfort with fundraising is essential
 - Experience in creating and implementing strategic plans, as well as using data in assessment and decision-making
 - Dynamic and forward-thinking individual
 - Success in generating widespread support for an organization through positive culture building and collaborative efforts with internal and external stakeholders
 - Understanding of effective, forward-looking fiscal management, including annual budgeting and cash flow analysis, and implications for nonprofits
 - Team management experience with demonstrated ability to oversee, inspire, and collaborate with staff and have a clearly articulated management philosophy
 - Excellent communication skills, including public speaking and writing skills
 - Success in forming strong community partnerships
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Responsibilities include, but are not limited to:

Leadership, Management, and Oversight

- Lead, direct, and oversee all strategic aspects of OH NYC's programs and brand, sustaining OUR HOUSE Grief Support Center as a mission-driven organization
- Supervise Director of Development, Sr. Clinical Coordinators (2), and Operations Manager
- Recruit, hire, and sustain the OH NYC leadership team and support those processes for their direct reports
- Provide leadership, mentorship, expectations, support, training, empowerment, and coaching
- Maintain knowledge of developments, trends, and best practices in the nonprofit sector and field of grief support

Strategic Planning

- With the LA Executive Director and NYC Advisory Board, ensure that OH NYC has long-range goals and objectives that align with the OUR HOUSE Strategic Plan
- Oversee their ongoing implementation, review, and revision
- Manage OH NYC's corresponding budget and timeline
- Communicate initiatives and future needs to the Advisory Board, staff, and agency stakeholders
- Ensure that OH NYC continues to define/pursue DEI initiatives to enhance diversity among staff, volunteers, and Boards

Fund Development

- Oversee execution of annual fund development plan
- Engage in continual donor identification, cultivation, solicitation, and stewardship
- Work with the Director of Development to:
 - Assess and implement funding strategies, constituent groups, and proposals
 - Ensure funder reports and proposals are complete and timely, and reflect accurate data and expectations
 - Ensure the donor database is precise and comprehensive
 - Steward a specific portfolio of major donors and foundations

Financial Management

- Sustain sound financial management practices with the LA Executive Director and NYC Advisory Board
- Develop OH NYC annual operating budgets with input from staff and the Advisory Board
- Review quarterly actuals and forecast long-term income/expenses to ensure consistent cash flow
- Manage the approved annual budget and report quarterly to the Advisory Board
- Oversee and approve all expenditures and expense report processing

Human Resources

- With the LA Executive Director, manage OH NYC HR according to policies and procedures that conform to current laws and regulations
 - Support compensation decisions in consultation with the LA Executive Director
 - Oversee annual performance evaluations and position review processes
 - Maintain a work environment that attracts, retains, and motivates a diverse staff of top-quality people
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Liaison to the Advisory Board

- With the Advisory Board Chair, determine annual goals and objectives that are in alignment with the OUR HOUSE Strategic Plan
- Assist in recruitment, selection, stewardship and evaluation of Advisory Board members
- Empower Advisory Board Members to drive strategic initiatives
- With the Director of Development, support the Associate Board of young professionals in developing and meeting its annual goals and objectives

Operations

- With the Operations Manager, oversee agency operations, including facilities, technology, and equipment
- Oversee risk management related to security, liability, and confidentiality in consultation with the LA Executive Director

Programs

- With the Clinical Directors:
 - Ensure that programs are consistently presented in a strong and positive image to stakeholders and the community and that funding agreement criteria are met
 - Promote active and broad participation by volunteers in all areas of the organization's work
- Monitor community needs on an ongoing basis, be aware of changing contexts within which programs and services are provided and develop programs consistent with those needs. Share new information and opportunities with the OH NYC team.
- Provide to the Advisory Board and LA Executive Director summary reports of programs and services including statistical and qualitative data as well as recommendations for future improvement and change

Community Awareness & Marketing

- With the LA Executive Director, support the Director of Development and the Development Team in the creation and execution of OH NYC's annual marketing plan for volunteer recruitment, donor cultivation, and agency awareness
 - Serve as OH NYC's spokesperson and undertake activities within the community that enhance OUR HOUSE's visibility
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