

**true**



**role:** Executive Director

**location:** New York City

## **New York Junior League**

<https://www.nyjl.org/>

### **organization**

Founded in 1901 by social and consumer activist Mary Harriman, the New York Junior League (NYJL) is a 501c3 nonprofit and one of the largest women's volunteer service organizations with approximately 2,500 volunteers who contribute thousands of hours of service annually. The NYJL pursues its mission of improving the lives of women and children in New York City by working with community-based organizations and public agencies to deliver services and assistance directly to those in need. NYJL's community service programs address some of New York City's most critical issues, including domestic violence awareness and prevention, health education, life skills for families in transition, and cultural enrichment for children. In addition, the NYJL launched the Junior League movement which has expanded to nearly 130,000 volunteers in 300 Junior Leagues throughout the United States, North America, Kenya, France and the United Kingdom.

Today, the NYJL has over 60 volunteer committees and is led by a Management Council overseeing the day-to-day, core volunteer and community impact work. The organization's governing board is a Board of Directors composed of 14 volunteers who have served the NYJL and the community with distinction. The President, who serves as the official spokesperson for the NYJL, and the Executive Committee serve two-year terms for the organization. Directors-at-Large serve three-year terms. With an annual budget of nearly \$3,000,000 the NYJL's operations are primarily financed through membership dues and volunteer-supported fundraising events.

### **opportunity for impact**

NYJL is seeking an Executive Director who will report to the Board President and serve as the internal backbone of the organization. This critical leadership role will oversee a 7-person team responsible for providing operational support across key areas such as membership, facilities, fundraising/events, and communications in service to empowering NYJL's network of volunteers to deliver impact and advance their mission. Serving as the connective tissue for the NYJL membership, the role will liaise heavily across the organization ensuring information is flowing effectively and the systems needed for sound tech, finance and compliance are running smoothly. This is an outstanding opportunity for an operationally-minded leader with a proven track record of creative problem-solving and staff management in a fast-paced, mission-driven organization.

## **role & responsibilities**

The Executive Director is responsible for providing leadership, direction, and oversight for all internal operations including finance, technology, building headquarters and event space, human resources and core administrative functions. Key aspects of this position include:

### **Team & Governance Management**

- Serve as the management liaison to the Board, Management Council and various volunteer-led committees; effectively communicate and present critical issues and recommended solutions at meetings.
- Manages frequent communication across different bodies mentioned above and acts in an advisory capacity to the volunteers while ensuring volunteers uphold the code of conduct of the organization.
- Contribute to the execution of NYJL's strategic goals and objectives as well as the overall management of the organization.
- Manage a team of direct reports and outside agencies that oversee discrete functions within the organization, including finance, food and beverage, event management, communications, facilities, membership, development, human resources, and information technology.

### **Operational Leadership**

- Develop and implement plans for the operational infrastructure of systems and processes designed to accommodate the goals of the organization including finance, facilities, development, communications, membership, and human resources.
- Support the use of NYJL's building for third-party events including exploring ideas for revenue generation and risk management and providing management and oversight at events.
- Monitor all risk management activities, including inspections, licenses, contracts and insurance.
- Manage the human resources function including the design, implementation and compliance of standard HR practices. Instill proper on-boarding, training, development, performance evaluation and updated compensation and benefits policies for staff.
- Manage vendor relationships that include banking, insurance, and required licensing and inspections.
- Serve as the point of contact of the landmarked Astor House facilities, repairs, and maintenance.

### **Financial Management**

- Ensure all financial controls and systems are in alignment and compliance with the NYJL's overarching strategies and mission.
- Work closely and transparently with all internal and external partners including outsource accounting firm, audit firm, legal advisors, financial and technology consultants, and all third-party vendors.

- Manage annual budgeting and planning process; monitor progress and changes and keep senior leadership team, President and Board members abreast of the NYJL's financial status.

## **professional qualifications**

The NYJL ED must be a mission-focused, seasoned, strategic and collaborative leader. The ideal candidate will have an abundance of operations experience and is comfortable working within a rapidly changing environment that includes the rotation of the President and half of the Executive Committee and Board members every two to three years. They will also be solution-oriented, nimble and flexible and able to manage and lead staff, volunteers, and other key constituents.

The Executive Director will also be a person who possesses:

- Bachelor's degree required
- Minimum of 10-12 years of experience in an operations focused management role.
- Strong track record managing cross-functional teams towards outcomes within fast-paced and dynamic environments.
- Strong communication skills with ability to collaborate effectively across a wide array of audiences, adjust style as needed to meet a diverse set of needs, and anticipate how and when to share information.
- Key functional knowledge across a variety of disciplines including finance, human resources, staff management, budgeting, business analysis, and/or marketing and communications.
- Experience working in/around volunteer-based or membership-based organizations strongly preferred.
- Personal qualities of integrity, credibility and a commitment to the NYJL's mission that allows for a true partnership with the staff, President, Executive Committee and Board.
- Experience/exposure to fundraising & development preferred but not required; has the ability to manage others towards strategic fundraising outcomes

## **compensation, benefits & location**

The salary for the NYJL Executive Director role will likely fall between \$155,000 - \$170,000 and commensurate with experience. NYJL also offers a generous benefits package that includes annual performance-based, discretionary bonus, health insurance, paid time off, and a 403(b) matching program. Due to the heavy facility/event-nature of the work, this role requires significant in-person time (~4 days a week in the office) and will require occasional evening and weekend commitments.

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## additional info

- [Message from the NYJL President](#)
- [New York Junior League Announces 2024 Outstanding Sustainers and Outstanding Volunteers](#)
- [NYJL Events](#)
- [NYJL LinkedIn Posts](#)

### search team

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