

# Executive Director, The Children's Storefront

Harris Rand Lusk

New York, NY

Other

Posted on November 17, 2021

---

## Job Description

**The Children's Storefront** is seeking an upbeat Executive Director who will have the unique opportunity to shape all aspects of growing and positioning this evolving organization. The Executive Director will have a commitment to early childhood development, with a particular focus on underserved and under-represented communities. They must be committed to the science behind the programmatic work, and able to build a broad range of partnerships to further **The Children's Storefront** mission. They will be a respected professional who advocates passionately and successfully on behalf of the people they serve and the organization in the local community, across all sectors and within philanthropy.

The Executive Director will be an intelligent and mission-driven self-starter. Excellent interpersonal, communication and negotiation skills are critical, along with patience, compassion and a sense of humor. They will be diplomatic, of the highest integrity, and possess sound judgment; comfortably balancing their confidence and ego.

- **Board of Trustees:** Work with the Board to set the long-term vision and short-term goals for the organization. Support the Board's transition from a hands-on approach to one more focused on vision, strategy, resource development, policy and oversight. Support Board Nominating & Governance Committee efforts to strengthen the Board's effectiveness as a Governance body.
- **Programs:** Work with the Staff to develop, promote and evaluate community-responsive programs consistent with Board Education Committee priorities. Develop strategies for attracting and retaining participants. Build relationships within the local community and beyond that reinforce participation, elevate our visibility, expand their reach and improve effectiveness.

- **Staff:** Directly supervise the Administrative & Finance Manager, Program Coordinator, contracted Controller and Special Projects Consultant. Oversee the Employee Performance Review system and modify Staff position descriptions and compensation as appropriate. Work to strategically expand the Staff, with special attention to development and marketing. Explore options for leveraging volunteers. Foster a positive and productive organizational culture.
- **Administration & Finance:** Work with Staff on day-to-day operations, striving to improve system efficiencies and cost-effectiveness. Ensure that all Government filings are accurate and timely. Work with the Board Finance Committee and contracted Controller to develop budgets, financial forecasts and reports. Oversee the annual Financial Audit process.
- **Resources:** In tandem with the Board Development Committee, set the long-term fundraising strategy and establish near term plans to achieve it. Identify and cultivate individual and institutional funders, including grants. Explore the feasibility of special events and move forward as practical. Explore ways to broaden and diversify revenue streams, including in-kind.
- **External Affairs & Communications:** Serve as the public face of the organization and point person for media. Develop and maintain beneficial relationships with non-profits, community and civic organizations, government and other stakeholder groups. Work with the Board Communications Committee to articulate overall communication, marketing, press and social media priorities. Develop collateral material and targeted presentations to achieve goals.

The Executive Director will be entrepreneurial and practical, creative and analytical in their approach to programming. They will understand that while programs are improving the life trajectories of children, the clientele is actually the parent. They will be sensitive to and respectful of parents' needs, and will be comfortable and tactful communicating with families who participate in their programs.

The Executive Director will be just as comfortable rolling up their sleeves as they are facilitating internal strategy sessions, participating in community affairs and elevating the organization within the broader Early Child Education sector.

The Executive Director will report to a very engaged and supportive Board of Directors, mindful of and flexible in dealing with Board priorities. They will manage and develop a Staff of committed Program and Administrative professionals, half of whom have joined the organization since the Covid crisis. They will work with the Board, Staff and Contractors in a transparent, honest fashion that promotes inclusiveness, equity, cooperation, and teamwork.

## **Responsibilities**

- **Board of Trustees:** Work with the Board to set the long-term vision and short-term goals for the organization. Support the Board's transition from a hands-on approach to one more focused on vision, strategy, resource development, policy and oversight. Support Board Nominating & Governance Committee efforts to strengthen the Board's effectiveness as a Governance body.
- **Programs:** Work with the Staff to develop, promote and evaluate community-responsive programs consistent with Board Education Committee priorities. Develop strategies for attracting and retaining participants. Build relationships within the local community and beyond that reinforce participation, elevate our visibility, expand their reach and improve effectiveness.
- **Staff:** Directly supervise the Administrative & Finance Manager, Program Coordinator, contracted Controller and Special Projects Consultant. Oversee the Employee Performance Review system and modify Staff position descriptions and compensation as appropriate. Work to strategically expand the Staff, with special attention to development and marketing. Explore options for leveraging volunteers. Foster a positive and productive organizational culture.
- **Administration & Finance:** Work with Staff on day-to-day operations, striving to improve system efficiencies and cost-effectiveness. Ensure that all Government filings are accurate and timely. Work with the Board Finance Committee and contracted Controller to develop budgets, financial forecasts and reports. Oversee the annual Financial Audit process.
- **Resources:** In tandem with the Board Development Committee, set the long-term fundraising strategy and establish near term plans to achieve it. Identify and cultivate individual and institutional funders, including grants. Explore the feasibility of special events and move forward as practical. Explore ways to broaden and diversify revenue streams, including in-kind.
- **External Affairs & Communications:** Serve as the public face of the organization and point person for media. Develop and maintain beneficial relationships with non-profits, community and civic organizations, government and other stakeholder groups. Work with the Board Communications Committee to articulate overall communication, marketing, press and social media priorities. Develop collateral material and targeted presentations to achieve goals.

## Qualifications

- Minimum of 8-10 years delivering solid leadership, management and fundraising results
- Demonstrated organizational leadership ability, which includes effectively managing and motivating Staff to achieve organizational goals

- Outstanding organizational skills, adept at prioritizing multiple and varied responsibilities
- Able to work both independently, and in collaboration with an active Board and committed Staff in a direct, supportive and respectful manner
- Ability to effectively represent **The Children's Storefront** with funders, in public settings and with a broad range of organizations in the New York area
- Ability to balance a hands-on, entrepreneurial start-up environment with our 50-year history
- Strong strategic thinking, problem solving and implementation skills
- Excellent oral and written communication skills, as well as strong interpersonal, relationship-building and networking skills
- Tech savvy and comfortable with systems that support Office and Program environments
- Thrive in an achievement-oriented, entrepreneurial, and fast-paced environment

All positions at **The Children's Storefront** are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

For more information about **The Children's Storefront**, please visit their website at [www.thechildrensstorefront.org](http://www.thechildrensstorefront.org)

## Application Instructions

**The Children's Storefront** has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations and applications may be directed in confidence to:

Anne McCarthy, Chief Operating Officer  
Harris Rand Lusk  
260 Madison Avenue, 15th Floor  
New York, NY 10016

Please e-mail your application to [amccarthy@harrisrand.com](mailto:amccarthy@harrisrand.com)

Please put the "TCS ED" in the subject line of your e-mail.