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Position Specification

POSITION: NYC Executive Director, Computers for Youth

LOCATION: New York City

ABOUT THE COMPANY: CFY is the nation's leader in improving the Home Learning Environment of low-income schoolchildren. CFY works across the country to educate thought leaders and policymakers on the importance of expanding educational priorities to include learning in the home. Since 1999, CFY has developed high-impact interventions to strengthen the home learning environment among middle school students, with programs now operating in New York City, Philadelphia, Atlanta, Los Angeles, and the San Francisco Bay Area. Its signature Take IT Home program helps educators build stronger home-school connections and provides families with the key ingredients required to improve their home learning environment -- a home computer loaded with selected educational software; online family learning services; information about affordable broadband options; and hands-on training designed to help parents become more effective learning partners. Studies confirm that CFY's programs have significantly improved students' test scores and class effort and have increased parents' confidence and involvement. To extend the impact of its work and strengthen the home learning field, CFY also operates an Affiliate Network of 25 organizations in 17 states and the District of Columbia. For more information, please visit www.cfy.org.

ABOUT THE POSITION: CFY has a strong record of collaborating with the NYC Department of Education (DOE) and NYC middle schools to serve families and teachers. Recently, as a subcontractor to the City of New York City's Department of Information Technology and Telecommunications (DoITT) and DOE, CFY has been awarded a major federal grant to expand its program four-fold and to collaborate with the City to ensure ongoing program sustainability.

The NYC Executive Director will lead CFY's relationship with the City and will motivate and manage the dynamic team of CFY staff and consultants who will implement the program. The NYC Executive Director will directly report to the Chief Officer,

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Operations & Strategic Partnerships. In addition, the Executive Director will report to the Chief Officer, External Relations & Field Building, for all functions related to securing ongoing government and philanthropic funding. Both Chief Officers work out of CFY's National Office in New York City. The NYC Executive Director will also sit on the national leadership team.

KEY RESPONSIBILITIES

- Lead CFY's relationship with the City of New York
- Collaborate with the City of New York to ensure program sustainability and secure additional opportunities to expand CFY's role in improving the home learning environment of NYC school children, including identifying and securing ongoing government and philanthropic funding streams
- Motivate and lead CFY's NYC team, consisting of more than twenty full-time staff with significant additional part-time staff
- Oversee the implementation of CFY's programs to ensure high-quality service delivery to the families and educators the organization serves
- Play a key leadership role within the overall CFY organization, as a key stakeholder and champion of CFY's staff and programs
- Participate in and lead other tasks, as necessary, to ensure CFY reaches its goals (e.g. sharing best practices with other CFY entities and affiliates)

Because Saturday Family Learning Workshops are integral to CFY's program, this position – like most of the NYC staff positions – requires some work on Saturdays (up to about 15 Saturdays per school year), with compensation days to be taken by the employee during the following week.

CANDIDATE

QUALIFICATIONS:

Required

- Passion for CFY's mission
- At least 8 years of overall experience, with at least 5 years of experience in managing large public sector or private sector contracts (at least \$1M annually and preferably greater) on time, of quality and under budget while also ensuring program renewal and growth
- Proven track record of managing a team toward

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ambitious, measurable results

- Ability to motivate, excite, inspire, and educate both internally and externally
- Exceptional oral and written communication skills
- Ability to clearly articulate a vision and influence key stakeholders over whom you have no direct authority
- Self-motivated with the ability to thrive under pressure and on deadline
- Capacity to simultaneously work on multiple tasks and projects, while setting and meeting priorities for self and team
- Bachelor's degree

Preferred

- Experience in K-12 education
- Experience in non-profit philanthropy and development

COMPENSATION: Compensation will be highly competitive and commensurate with experience. CFY also offers a generous benefits package.

QUALIFIED <http://www.on-ramps.com/jobs/501>

INDIVIDUALS,

PLEASE APPLY: Applications will be reviewed on a rolling basis.

Computers for Youth is an Equal Opportunity Employer.
