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**GENERATION CITIZEN  
EXECUTIVE DIRECTOR, NEW YORK  
LOCATION: NEW YORK, NY**

**ABOUT THE ROLE:**

The Executive Director will be an experienced leader who will oversee the continued impact of the New York site, headquartered in New York City. They will shepherd and develop key relationships with government, institutional funders, major donors and partners. They will also manage a local team, serve as the spokesperson and face of Generation Citizen across the city and state, lead the Local Advisory Board and Associate Board, and ensure that our program continually improves quality and impact. The new Executive Director will partner closely with our national and local staff, local Board, and current and new school partners in shaping the vision and implementation of GC's growth across the state.

We are looking for someone who thrives managing in rapidly changing environments, is a self-starter, constant and collaborative learner, and is excited to make the state a catalyst for successful Action Civics programming and policy, as well as an example for the rest of the country.

**RESPONSIBILITIES:**

**Fundraising & Network Development**

- Build strong relationships with existing donors and continue to grow and expand a diversified funding strategy, including government, major donors, foundations, corporations and earned income, to meet an annual fundraising goal approximately \$700K in the first year and enable sustained growth over time in alignment with the strategic plan
- Strategically engage new individual, foundation, and corporate funding sources
- Partner with board chairs to effectively engage the New York Local Advisory Board and Associate Board (comprised of young professionals) in supporting regional priorities, including program growth, fundraising, and local advocacy efforts
- Provide fiscal oversight and manage the site's budget

**Strategy, Outreach & Leadership**

- Develop and refine New York wide strategy, in alignment with a new organization-wide strategic plan completed this summer
- Serve as the external face of GC throughout the state by building and intentionally growing relationships with community partners, school districts, elected officials, the philanthropic community, and media
- Manage and grow staff, currently a Development Manager, Program Manager, and a Program Associate to achieve quarterly and annual goals for fundraising, advocacy, and the program
- Serve as a member of the organizational Leadership Team, guiding overall organizational decision-making, strategy, and culture.

**Leading Policy & Advocacy Efforts for Action Civics**

- Strategically develop and participate in coalitions and partnerships with a broad array of individuals, groups, and organizations to elevate the importance, presence, and quality of action civics in New York



- Engage in advocacy and policy work, including local and state task forces and commissions to support legislation and educational standards that create opportunities and resources for more districts to engage in action civics in partnership with our national policy and advocacy team
- Articulate the importance and impact of Action Civics education through public, equity-focused messaging in op-eds, interviews, conference presentations, participation in panels, and other relevant communication mediums

#### QUALIFICATIONS:

- 5+ years of non-profit fundraising experience for an education or youth service organization, showing progressive responsibility and a successful track record cultivating major donors and meeting fundraising goals
- Experience supervising, developing, and coaching others
- Demonstrated capacity to build or effectively participate in coalitions with a clear, policy objective
- Strong knowledge of New York's philanthropic, education, and policy landscape
- A strong, established network of relationships with local philanthropists, elected officials, and educators in New York.
- Based in the New York City Area with an ability to commute to our office near 110 Wall Street by July 2021, and ability to travel to various funder meetings and events across New York

#### PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:

- A deep commitment to and passion for Generation Citizen's mission
- A professional track record and personal commitment to diversity, equity, and inclusion - especially in regards to conducting policy and advocacy, and fundraising, with an equity focus
- Ability to influence through strengths-based storytelling, with a commitment to elevating youth voice
- An inspiring leader, strong relationship-builder, empathetic listener, and excellent manager
- An intentional giver and receiver of direct and supportive feedback in order to connect to, engage, and inspire staff in all tiers of the organization towards outcomes, as well as for personal growth
- Highly collaborative spirit, with a strong ability to project manage and get things done (individually and with others) in a fast-paced, dynamic environment
- Strong ownership of personal work, as well as team outcomes
- Powerful written and oral communication skills and the ability to maintain professionalism with diverse stakeholders

#### HOW TO APPLY:

Complete [the application](#) and be sure to attach a resume and cover letter. The hiring manager will reach out to qualified candidates to schedule a phone screen. Due to the expected volume of applications, **GC team members will not be available to reply directly to inquiries about the position or the status of your application.**

While the hiring timeline is subject to change, the GC team hopes to have the Executive Director role in New York filled by **January 15**. We encourage applicants to submit their applications early.