

# UNION SETTLEMENT

## EMPLOYMENT OPPORTUNITY

Union Settlement is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Associate Executive Director for Adult Programs

**Department:** Administration

**Reports to:** Executive Director

**Hours:** Full-time

### **Position Summary:**

The Associate Executive Director for Adult Programs will be a critical member of the executive management team, primarily responsible for overseeing Union Settlement's Senior Services, Mental Health, Adult Education and Business Development programs. Working closely with the Executive Director, the Associate Executive Director for Adult Programs will review Union Settlement's existing programs serving adults, including the agency's use of program metrics and other evaluative tools, and will help develop, oversee and implement policies and procedures to enhance the depth, scope and quality of those programs. This will include efforts to build both internal and external collaborations to support Union Settlement's holistic approach to assisting individuals and families in East Harlem and beyond.

### **Responsibilities:**

#### *Program Oversight and Management*

- In coordination with the Executive Director and other senior management staff, provide oversight of and assistance to Union Settlement's Senior Services, Mental Health, Adult Education and Business Development programs;
- Work closely with the Directors of the Senior Services, Mental Health, Adult Education and Business Development programs to develop a strategic vision for the programs, and assist them in overall program management and operations;
- Help create and support a culture of high performance and continuing program improvement;
- Provide leadership, support and direction to ensure that programmatic goals and objectives, as well as legal, regulatory, contract and grant compliance requirements, are met in a timely, efficient and effective manner;

- Promote collaborative relationships with Union Settlement's other programs, and with outside organizations, to ensure that individuals and families are served in a holistic and comprehensive manner, including ensuring that intra-agency and inter-agency referrals are made in a seamless manner, with appropriate follow-up;
- Ensure coordination of program participant outreach and recruitment efforts;
- Work with the Program Directors and Human Resources to determine staffing plans to achieve program goals and objectives, and participate in hiring decisions for new senior program staff;
- In collaboration with Human Resources, examine, evaluate and implement practices related to employee management programs, trainings, events, performance issues and disciplinary actions;
- In collaboration with the Program Directors, Development Office, and Finance Office, participate in the development of responses to government requests for proposals and foundation funding requests, including the development of new program designs;
- In collaboration with the Program Directors and Finance Office, help to develop program budgets and ensure that program spending remains within budgeted amounts;
- Serve as a liaison with government agencies, private funders and community stakeholders, including represent Union Settlement on relevant external committees and task forces, as well as at speaking engagements, conference panels and trainings; and
- Work closely with Human Resources to build the skills and confidence of senior program staff members, so that they can mentor, encourage, and motivate all staff.

#### Program Design, Evaluation and Improvement

- Work with the Directors of the Senior Services, Mental Health, Adult Education and Business Development programs to review existing program designs and program evaluation tools, including but not limited to performance and financial metrics, and develop comprehensive program evaluation systems;
- Work with the Program Directors to establish annual program and sub-program goals and objectives;
- Develop and coordinate the collection and analysis of relevant data to track results against performance goals, and to inform programmatic decision making;
- Review the efficiency, effectiveness, feasibility and sustainability of existing and proposed programs;
- Analyze internal reports to evaluate program effectiveness using an outcomes-based approach, and ensure the agency's ability to anticipate and effectively respond to changing client needs; and
- Perform additional duties as assigned.

#### **Qualifications:**

The ideal Associate Executive Director for Adult Programs will have the following qualifications:

- A minimum of 10 years' leadership experience in a nonprofit, government, or philanthropy, ideally at an organization serving low-income families or communities;

- At least five years' experience in a senior management capacity, ideally overseeing programs with multiple government contracts;
- Experience overseeing Senior Services, Mental Health, Adult Education and/or Business Development programs strongly preferred;
- Bachelor's degree required; advanced degree in Social Work, Education, Public Administration or a related field strongly preferred;
- A demonstrated commitment to addressing the needs of individuals and families in underserved communities, and a demonstrated understanding of the impact of social policies and the importance of community empowerment in effecting policy changes;
- Solid understanding of social service programming, grant funded programs, agency compliance, labor compliance and supervision of diverse staff,
- Comprehensive knowledge and demonstrated experience in program development, program evaluation, budgeting and administrative operations;
- Ability and desire to coach, mentor and develop talent with the organization, and to attract and recruit outside talent;
- Demonstrated experience responding to government requests for proposals and developing private funding grant requests;
- Experience developing and implementing program financial and performance measurement systems, including the collection and analysis of data for planning and reporting purposes;
- Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies;
- Demonstrated experience building internal and external relationships, with the ability find common ground, build consensus and strengthen collaboration among diverse stakeholders in a culturally competent manner;
- Ability to simultaneously manage and balance multiple projects;
- Strategic thinker and leader with track record of achieving organizational objectives;
- Excellent organizational, analytical, financial management and problem-solving skills;
- Demonstrated computer and technology skills;
- Unquestioned personal and professional integrity; and
- A dedicated work ethic

**To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: [jobs@unionsettlement.org](mailto:jobs@unionsettlement.org)

Please indicate "Associate Executive Director for Adult Programs" in the email subject line.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**