

HARRIS RAND LUSK

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Fund for Public Housing Executive Director Job Description

The half million people living in NYCHA housing are a key part of the engine that drives New York City, representing its vitality, diversity, and potential for growth. At the same time, public housing residents comprise the most economically disadvantaged population in the City, with an average income of \$25,400. The core mission of the Fund for Public Housing, which was established in 2016 as a nonprofit organization, is to help create, drive, and sustain the critical and innovative programs developed to support the personal and economic success of residents. The Fund is committed to identifying and implementing new pathways for those New Yorkers, especially for children growing up in NYCHA housing.

The need to invest in opportunities for NYCHA youth and their families is urgent and timely. The disproportionate health and economic impact of COVID-19 on the most vulnerable members of our community requires a response that prioritizes public housing residents. To address this, the Fund for Public housing has refreshed a strategic plan that includes investment in leadership and workforce skills development and programs promoting healthy lifestyles for residents over the next four years. These programs primarily focus on the 100,000 youth and young adults (14-24 years of age) currently living in NYC public housing and include the Resident Leadership Academy, CUNY scholarships, Food Innovation Lab, and various initiatives to develop new pathways to learning and career opportunities. This focus forms the core of the Fund's commitment to creating economic opportunity and equity for all NYCHA residents.

To execute and grow this vision, the Fund for Public Housing seeks an individual with extraordinary leadership and communications skills to be its next Executive Director.

The Position:

The Executive Director will lead the implementation of the refreshed strategy and be responsible for the creation of new strategic plans, fundraising, communications, financial management and operations, in partnership with the Board of Directors and Advisory Council. The Executive Director must be a direct, clear, compassionate communicator and be comfortable handling external and internal messaging as well as interfacing with Fund, NYCHA and program leadership. It is critical that candidates have demonstrated success in fundraising, as well as a depth of experience in budget management, leadership and working across disciplines and departments to accomplish goals.

Candidates should also have a passionate connection to the mission of the Fund for Public Housing and a drive to positively affect the lives of nearly a half million New Yorkers. They should prize honesty, transparency and accountability and possess a boundless energy and desire to close the opportunity gap for underserved populations in public housing across the five boroughs.

The responsibilities of the Fund for Public Housing Executive Director include:

- Managing and tracking against Fund for Public Housing strategic plan and annual objectives and budget.
- Developing and implementing fundraising strategies. This includes collaborating with NYCHA Community Engagement and Partnerships Division for program portfolio creation, program proposal concept development, grant program management plans and results tracking, plus donor stewardship reporting.
- Managing the Communications strategy and plans, including the NYCHA Public Promotion Plan and the Fund for Public Housing website, social media, and collateral materials.
- Managing and tracking all financial activities of the Fund for Public Housing, donor agreements and vendor procurement/contracts, in coordination with NYCHA Program and Finance staff.
- Maintaining and monitoring the Fund for Public Housing financial management system as well as all policies and procedures.
- Supporting Board and Advisory Council planning, meetings, fundraising and ‘friendraising’.

An administrative manager will report to this position, responsible for Grant Management and Financial Management functions, and all communications and systems support.

Candidate Qualifications:

- 10 + years of Non-Profit organization and/or city agency/NYCHA experience.
- Fundraising experience and track record of results.
- Communications expertise in strategy, website and social media.
- Systems and Technology skills , with the ability to manage both strategy and operations.
- Excellent communications, teamwork and relationship building skills.
- Bachelor’s Degree or higher.

All positions at the Fund 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 further information about the Fund for Public Housing and their mission statement, please visit their website at <https://fundforpublichousing.org>

To Apply:

The Fund for Public Housing has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Jack Lusk, CEO & Managing Partner or
Elly Kirschner, Senior Director
Harris Rand Lusk
260 Madison Avenue
New York, NY 10016

Please e-mail your application to ekirschner@harrisrand.com and put “FPH ED” in the subject line of your e-mailed application.