



## Position Announcement

### Chief Administrative Officer

---



Issued: March 28, 2022

## ABOUT RED HOOK INITIATIVE (RHI)

[Red Hook Initiative](#) (RHI) is a community-based nonprofit organization working to improve the lives of the more than 6,500 residents of Red Hook Houses, Brooklyn's largest public housing complex. RHI believes that the social change to overcome systemic inequities begins with empowered youth, and that change in communities should come from within. In partnership with community adults, we nurture young people in Red Hook to be inspired, resilient, and healthy, and to envision themselves as co-creators of their lives, community, and society.

Youth development, community building, and community hiring are at the core of RHI's approach to strengthen Red Hook's future. Our model gives young people and residents the tools, resources, and opportunities they need to interrupt the systems and barriers that perpetuate historic inequities for the community. Residents lead the way toward a more equitable, hopeful future.

RHI's programs include:

- **Youth Development:** RHI engages over 450 adolescents each year, from middle school through young adulthood, endeavoring to interrupt cycles of injustice and to build hope.
- **Building Community:** Working with Red Hook youth and adults to organize, exercise leadership to drive positive change for the community, and increase social cohesion to build a more resilient neighborhood.
- **Investing in Residents:** RHI hires locally and invests in residents who will improve their lives and the community in which they live. More than \$1.5M was earned in the last year by people from Red Hook.
- **Red Hook Farms:** A youth-centered urban agriculture and food justice program operating one of Brooklyn's original and largest farms. Red Hook Farms cultivates affordable, fresh produce and provides STEM and nutrition education, leadership development, and employment opportunities for local youth and residents.



Over our 20-year history, RHI's model and dedicated team have been nationally recognized for its innovative, place-based approach to social change.

### Learn more about RHI's mission, programs, and impact:

[RHI's 2021 Impact Report](#) further highlights our work with neighborhood allies to bring Covid-19 resources into the Red Hook community through a recovery plan that is rooted in healing and aims to improve outcomes across health, education, economic mobility, and food access.

## THE OPPORTUNITY

RHI is seeking a versatile and experienced, hands-on leader to set the vision for, plan and manage all financial and administrative operations that contribute to the organization's strategic, programmatic, and operational goals. The Chief Administrative Officer ("CAO") will be a thought partner and report to the Executive Director and work in collaboration with the Chief Program & Policy Officer and leadership team to guide, manage and troubleshoot financial and organization-wide administrative and infrastructure issues in the areas of Finance, People and Culture, Grants and Contracts, Legal Services, Risk Management, Facilities, and IT. The CAO will be responsible for updating the systems, processes and resources in these areas as well as managing the transition to more modern platforms and approaches to ensure that these administrative functions deliver high quality support to RHI's core programs and the delivery of services to participants and the community.

The ideal candidate for this role will be a skilled people-manager with superior project management skills and the right balance of being able to think strategically and deliver practical solutions to a broad range of administrative issues and challenges. The CAO should have the ability to inspire and foster the development of staff with varying backgrounds, help staff adapt to new systems and streamlined processes, and manage a diverse portfolio of administrative projects supporting community-based work in a fast-paced and growing organization committed to innovation and excellence.



## KEY RESPONSIBILITIES

### Operations Leadership, Project & Staff Management

- In partnership with the Executive Director, Chief Program and Policy Officer and leadership team, set the vision, strategy, and plan for delivering seamless and fully integrated financial and administrative resources and systems which support the current program operations of a \$4.5M organization and future plans for organizational growth and expansion.
- Oversee the measurement of the effectiveness of all management practices, processes and activities of the organization and provide timely, accurate, and comprehensive reports on the financial health and operating condition of the organization to the Executive Director and Board of Directors.
- Advise the Executive Director on agency staffing, facility, and operational needs. Help drive organizational performance and ensure that all financial and administrative resources are aligned to effectively support organizational goals.
- Provide oversight, direction, and supervision of the Director of People Operations & Culture, Facilities & Office Manager, and Operations & Contracts Associate and support their on-going professional development and career growth.

- Identify opportunities to upgrade and modernize RHI's operations and develop implementation plans to integrate the appropriate systems and processes to enhance RHI's infrastructure capacity and program operations.
- Manage relationships with key external vendors and suppliers in the areas of employee benefits, insurance, payroll, risk management and technology.
- Develop analytic tools, KPI and dashboards to support data-driven decision-making across all financial and administrative operations.
- Attend Board and Committee meetings, and represent RHI at external stakeholder and community meetings as needed.

### Financial Management

- Direct all financial and business planning activities including oversight of RHI's outsourced financial management consultant to ensure the strong fiscal health of the organization.
- Oversee the development of the annual budget and department budgets; hold directors and managers accountable for forecasting and monitoring expenditures; support the outsource financial consultant in the preparation of financial reports documenting the organization's financial performance for review by management and the Board of Directors. In partnership with the outsourced financial management consultant, oversee the day-to-day accounting processes, including bookkeeping, payroll management, invoicing, and financial tracking of restricted grants.
- Carefully monitor and manage cash flow and forecasting in this area and coordinate all banking relationships and activities that support a positive cash position for the organization.
- Work closely with RHI's external auditor, financial management consultant and the Board Audit Committee to plan and oversee the organization's annual audit and Form 990 filings.
- In collaboration with RHI's financial management consultant, implement a fiscal management system that effectively supports the prospecting of all government contract applications, contract billing, expense management, reporting, audit, and contract compliance.
- Ensure that all business and accounting practices are accurate, up to date and reflect best practices in the field.
- Facilitate capacity building and professional development of staff by establishing and managing a comprehensive training program to develop employees in the areas of finance and budgeting tools, policies and procedures and management best practices.

### People Operations & Culture

- Set RHI's People Operations and Culture strategy and ensure that the appropriate resources, systems and programs are in place to support the strategic goals in this area and the investment in employees across all areas of their work life with RHI.
- Oversee and support the Director of People Operations & Culture in implementing a major transformation of this function over the coming eighteen months including the implementation of high-quality people management practices and programs in the areas of talent acquisition, onboarding, total rewards, learning and employee development, performance, and employee well-being.
- Ensure effective communication, accountability, staff retention, and programmatic success within the organization by helping to create an internal culture that promotes initiative, appropriate risk taking, learning, cooperation, equity, and mutual respect.



- Collaborate with the Director of People Operations & Culture and senior staff to oversee the annual performance review process and ensure proper documentation of employee growth/challenges, as well as a robust professional development plan to support individual and collective staff development and career growth.
- Support the organization's antiracist goals and DEI workplan, including addressing pay equity, advancement, and culture-developing programs and events.
- Work with Director of People Operations and Culture and senior leadership to ensure policies and practices are in place to support RHI's approach to remote work during the Covid-19 pandemic and other unanticipated work disruptions. Oversee RHI's plan to return to work as the Covid-19 pandemic subsides.

### Facilities, Risk & IT Management

- Oversee facility and space planning, maintenance, upgrades, construction, and special projects with support from the Facilities and Office Manager. Consult with the Executive Director and program and operations teams to forecast and plan all capital projects and office/facility moves.
- Set the vision for all facility standards and ensure that RHI's facility practices and policies ensure a safe and healthy work environment for employees.
- Provide a high-level of support to inform decisions the organization makes regarding both financial and legal risks including developing and maintaining a risk management and contingency plan. Engage with legal counsel as needed on contracts and employment matters, policies compliance and other pertinent legal issues to protect the business interests of RHI.
- In collaboration with RHI's IT consultant, oversee RHI's IT strategy and work with internal staff and outside vendors to support the IT infrastructure including network, software, hardware needs and inventory. Manage RHI's external IT consultant and ensure that they deliver quality IT services and coordinate equipment deployment in a timely manner for the organization.
- Establish and improve IT policies and staff technology agreements, including guiding and implementing cybersecurity strategies.
- Oversee the ongoing development and maintenance of all software and database systems that support administrative, program and fundraising activities for the organization

*May be assigned other responsibilities as determined by the Executive Director.*



## CANDIDATE PROFILE

The Chief Administrative Officer should possess the following competencies, skills, and personal attributes:

- **Strategic + Collaborative Leader**  
A strategic, critical and systems thinker able to set a long-term view and inspire a shared vision and the confidence and trust of staff. A track record of achieving organizational objectives with ability to focus on near and long-term goals, drive operational efficiencies and high-impact performance. Demonstrate a strong commitment to cross-team collaboration, investing in people and the sensitivity and personal confidence to lead with empathy.
- **Subject Matter Expertise**  
Knowledge of nonprofit financial management, budgeting, and government contracts with additional competency in at least two or more of the following areas: people operations, technology, facility management and/or risk management. Working knowledge of best practices in nonprofit governance and compliance.
- **Relationship Builder + Effective Communicator**  
Superior interpersonal skills with ability to effectively communicate and build authentic and positive relationships among staff and stakeholders with diverse backgrounds. Embrace high quality customer service in all interactions across the provision of administrative support services.
- **Change + Project Management**  
Adept at applying sound change management practices to help team members embrace large scale systems change and succeed through periods of transition. Able to effectively manage and balance multiple projects and competing priorities while remaining flexible and adaptable to changing events and circumstances. Meticulously well-organized with careful attention to detail in the management of all projects.
- **Decision-Maker + Problem Solver**  
Able to envision and implement proactive measures to mitigate conflicts and intervene in helping team members find positive solutions to troubleshoot a broad range of challenging and/or complex situations. Strong commitment to using data, analytics, and metrics to inform decision-making.
- **Deep Social Justice Values**  
A belief in community-driven change, equity, and inclusion; fluency with related concepts of racial equity, redlining, and systemic discrimination; and the ability to engage in conversations about historic inequities.
- **Commitment to RHI's Mission + Organization Values**  
Passion for supporting the organization's mission and maintaining programmatic excellence for the benefit of the Red Hook community. Demonstrate a strong alignment with RHI's core values and commitment to DEI and engage in practices which promote a positive work environment, respect differing opinions and perspectives, and ensure the fair and equitable treatment of staff in all interactions and employment matters.
- **Ethics + Integrity**  
Demonstrate a strong commitment to high standards of honesty, ethics, values, and integrity.

### Experience + Education

- Bachelor's degree required. Master's degree in business, public administration, human resources, or related field preferred.
- 10 -12 years progressively responsible leadership experience overseeing and managing finance and administrative operations of a non-profit organization, government agency or school, of which at least five (5) years were at a senior leadership level.
- Familiarity with New York City and State government contracting processes and budgets; knowledge of New York City youth development programs a plus.
- Well versed in financial and HR systems, project management software and Google Workspace.

## COMMITMENT TO DEI + EQUAL EMPLOYMENT OPPORTUNITY



RHI actively engages individuals from all backgrounds and is committed to embracing diversity across all areas and aspects of the organization. We firmly believe that an atmosphere of civility and mutual respect towards individual differences and embracing an inclusive and equitable environment are indispensable to building a successful organization, contributing to a positive and meaningful employment experience for staff, and advancing the best possible outcomes for the clients served by RHI's programs. RHI is also committed to community hiring and supporting the job prospects of Red Hook residents.

As an equal opportunity employer, RHI is committed to providing employment opportunities to all qualified individuals and does not discriminate against any employee or applicant on the basis of race, color, national origin, religion, sex, sexual orientation, gender, gender identity and expression, disability, age, marital status, military status, veteran status, pregnancy, parental status, genetic information, or any other characteristic or basis prohibited by applicable law.

## COMPENSATION + BENEFITS

RHI strives to offer employees a competitive compensation and benefits package that reflects its core values and commitment to its staff. The minimum and maximum salary range for this leadership role is \$110K - \$125K commensurate with the candidate's competencies and experience. RHI also provides a comprehensive benefits package which includes medical, dental and vision coverage, 403b retirement plan, flexible spending accounts for out-of-pocket health, dependent and commuter expenses, employee assistance program, life insurance and 24 PTO days.

This position is based on-site at RHI's main program office in Red Hook, Brooklyn, although due to COVID protocols RHI currently has a hybrid work schedule in place. Candidates should either be a resident of Red Hook or one of its neighboring communities in Brooklyn or be within reasonable commuting distance to RHI's main program office.

## TO APPLY

RHI has retained **ACEUM Advisors & Search** - Ira Machowsky, CEO and Heather Bivens, Senior Search Associate to conduct this leadership search. To express your interest in this opportunity, please forward a cover letter and resume to: [imachowsky@aceum.com](mailto:imachowsky@aceum.com) or [hbivens@aceum.com](mailto:hbivens@aceum.com). All inquiries will be kept strictly confidential.



ACEUM Advisors and Search is an HR Advisory, Executive Search and Operations Consulting firm working exclusively with nonprofit, social impact, and healthcare organizations. ACEUM is an equal opportunity employer and is strongly committed to the values of diversity, equity, and inclusion.