



# St. Nicks Alliance

*Where Opportunity Grows*

## **Associate Director of Campus-wide Initiatives**

### **JOB DESCRIPTION**

#### **About St. Nicks Alliance**

St. Nicks Alliance is a nonprofit, nonsectarian community-based organization founded in 1975 to serve as a catalyst to revitalize North Brooklyn for the benefit of low and moderate income people. St. Nicks Alliance is widely recognized for success with its initial goals and has grown in scale, capacity and effectiveness relying upon evidenced based approaches to address poverty and create opportunity. St. Nicks Alliance serves primarily North Brooklyn with impactful strategies in Youth and Education, Elder Care, Workforce Development, Affordable Housing as well as a community Civic Anchor.

#### **About the Position**

St. Nicks Alliance Youth and Education approach focuses on literacy, academic and youth development supporting young people to perform well in school and develop the resilience to thrive as adults. The Associate Director, Campus-Wide Initiatives is responsible for operations, compliance, programmatic quality and data-driven outcomes for an evolving portfolio. Subject to change, the portfolio is currently identified as 6 campus-wide initiatives, based in schools and community centers, representing OCFS Empire State Afterschool Program, OCFS Advantage Afterschool Program, DYCD SONYC, DYCD Beacon, DYCD Cornerstone, and DOE Community Schools. These campus-wide initiatives represent partnerships with diverse institutional stakeholders, including schools, NYCHA, co-locators, community-based organizations and more in service to more than 3,000 elementary, middle school and high school students; adults; and community members. The Associate Director, Campus-Wide Initiatives reports to one of two Deputy Directors.

The successful candidate will be an effective leader able to support Center Directors to offer dynamic programming, including St. Nicks Alliance School Success Model (elementary and middle school) and community school models. They will help facilitate strong partnerships with schools, St. Nicks Alliance housing and workforce divisions, and other community organizations. The Associate Director must be well-versed in the deliverables required by various funders (DYCD, DOE and OCFS) and help staff to achieve these mandatory outcomes, including data collection, input and reporting. The successful candidate must be an effective coach and teambuilder, with strong interpersonal and communication skills. They must be

self-motivated and drive each program, their full portfolio and the Youth and Education department to success.

## **Essential Duties and Responsibilities**

### Leadership & Resource Development

- Support after-school center directors to ensure full compliance with all public and private funding streams (DOE, DYCD, OCFS) for new and existing St. Nicks Alliance initiatives.
- Model effective leadership and demonstrate the St. Nicks Alliance values and culture
- Contribute to planning, program development and partnership development in the implementation of all strategic initiatives

### Program Management and Assessment

- Support the implementation and assessment of the literacy component of St. Nicks Alliance School Success Model, the refinement of middle school model, and community schools
- Support the collection, analysis and reporting of program performance data, in concert with external evaluator, education managers, school personnel and site staff
- Support the implementation of transformational practices, as defined in St. Nicks Alliance's transformational manual
- Ensure, track and utilize data to drive decision-making and best practices
- Work with directors to develop a parent relations/communication strategy

### Staff Leadership & Talent Development

- Hire, develop, coach and retain high-performing staff, working with them to maintain consistent, high-quality project management and service delivery, ensure sites are covered by competent staff
- Work collaboratively with other Youth and Education leaders to support programmatic and operational cohesion across the division.
- Ensure staff are well-supervised through regular supervision sessions, observations, the guidance process and annual performance reviews,
- Analyze the professional development needs of individual staff and across sites, and design a annual staff development plan

### Finance and Operations

- Ensure human resources policies and processes (payroll, hiring, terminations/departures, performance reviews and guidance) are implemented with fidelity across the portfolio
- Ensure all fiscal and operations policies are implemented with fidelity

### Core Competencies

- *Problem Solving* -- Works cooperatively and effectively with others to set goals, resolve problems, and makes decisions that enhance organizational effectiveness
- *Teamwork* -- Promotes internal collaboration and builds external partnerships
- *Leadership* -- Positively influences others to achieve results that are in the best interest of the organization
- *Decision Making* -- Assesses situations to determine the importance, urgency and risks, and makes clear decisions which are timely and in the best interest of the organization

Must Have Core Competencies, Knowledge, Skills and Education

- Min. Bachelor's Degree
- Min. 10 years of experience in Youth services, including demonstrated success in leadership roles
- Deep understanding of youth development
- Ability to lead staff, develop resources and oversee operations
- Excellent writing skills and ability to articulate youth concepts.

Preferred Attributes

- Master's Degree in Public Administration, Education, Social Work or related field preferred
- Bilingual preferred (Spanish/English)

Compensation

\$85,000 - \$95,000 per year

How to Apply

Please submit a resume and tailored cover letter to [youthresumes@stnicksalliance.org](mailto:youthresumes@stnicksalliance.org) with "Associate Director" in the subject line.