



# Stanley M. Isaacs Neighborhood Center

415 E 93rd St, New York, NY 10128

**Position:** Deputy Executive Director  
**Reports to:** Executive Director  
**Location:** Upper East Side of Manhattan

## Organization Overview

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate programs at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver experiences that are impactful, innovative, and intergenerational.

## Position Summary

The Isaacs Center is seeking a seasoned, flexible, and process-minded professional who will be focused on developing high-quality client delivery systems, providing motivational management and direction, and ensuring the alignment of programs/strategies, regulatory expectations, and financial performance. This individual will serve as a thought partner for the Executive Director, represent the organization successfully internally and externally, and act as an embodiment of the values of the Isaacs Center. Under the direction of the Executive Director, the Deputy will exercise wide latitude of independent judgment and initiative in the overall administration and management of the Isaacs Center. S/he will work in partnership with the Executive Director, the Board of Directors, and the senior leaders of the organization to further develop the organization's vision, leverage its resources to maximize institutional impact, and elevate its "brand."

## Responsibilities

### *Organizational Vision and Strategic Design*

- In partnership with the Executive Director and the Board of Directors, execute on the identified strategic priorities/goals of the Isaacs Center and implement new processes and practices to support these priorities/goals
- Work with the Executive Director to pace and drive organizational development, including analysis and implementation of programs, partnerships, and infrastructure needs
- Ensure that Isaacs Center programs and the environments in which these programs operate are safe, comfortable, and engaging, and meet all compliance and safety standard as put forth by all associated regulatory bodies (local, state, and federal)
- Drive the implementation and growth of innovative approaches to serve children and families, young adults, and seniors

### *Administration and Management*

- Develop high-performing, cross-functional teams, and support the growth of high-potential program managers and direct service staff



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- Lead the performance management process (scorecard) that measures and evaluates program progress (quantitatively and qualitatively) against performance goals and budget targets
- In collaboration with the Executive Director and Fiscal Office, coordinate the annual operations plan and budget making process, and implement and monitor financial controls to maintain fiscal viability of programs
- Provide for all staff a strong day-to-day leadership presence, support the awareness and understanding of organizational values, and a unified “One Isaacs” work ethic

### *Institution Building*

- Work with the Executive Director, Board of Directors, and Development Office to develop and implement fundraising strategies
- Develop partnerships and linkages with social service providers, educational institutions, elected officials, advocacy groups, and trade organizations in support of our programs, priorities, and goals
- Support the development and implementation of communications strategies including direct mail and social media
- Facilitate the development and implementation of an intergenerational service agenda and drive the creation of a *learning culture* in support of participants and staff

### **Qualifications**

The candidate must possess passion, imagination, and integrity. S/he must hold at least a graduate degree in a relevant field, and a minimum of 5 years of proven and significant strategic/tactical planning and program development/execution experience. The candidate must possess excellent interpersonal, verbal and written communication, networking, negotiation (conflict management and resolution), and presentation skills. A bilingual candidate is preferred. The candidate should have the ability to work some flexible hours including evenings, weekends, and holidays.

### *The ideal candidate will demonstrate the following capabilities:*

- Commitment to the mission and the credibility to secure support from professionals at various organizational levels.
- Skillful administration of financial-related activity including planning, implementing, and controlling budgets, and successful P&L management. Ability to successfully deliver programs despite financial limitations.
- Proven experience implementing and leading continuous quality improvement processes.
- A track record of successful engagement with public funding entities, corporate donors, and individuals. Ability to cultivate new relationships with funding sources to develop and sustain programs.
- A thorough understanding of regulatory, licensing, and accreditation requirements, and the ability to articulate and manage professionals at various organizational levels to ensure compliance.



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- A track record of successful collaboration within key central administrative functions: facilities management, talent development, and strategic planning.
- Capacity to understand and impact the the policy framework in which our services are delivered on a local, state, and national level, and a desire to improve the lives and communities of those we serve through advocacy.

*The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.*