



**Date: April 3, 2025**

**Job Description: Executive Director**

**Salary Range: \$120,000 to \$150,000 (plus benefits) based off experience**

**Location: White Plains, NY (Hybrid)**

**Instructions to Apply: Email a cover letter and resume to [hiring@wca4kids.org](mailto: hiring@wca4kids.org) with “WCA Executive Director Application” in the subject line.**

Westchester Children’s Association is in search for a dynamic, creative, thought leader to advocate for Westchester County’s children as its Executive Director. Our current Executive Director, who is retiring, leads a team of diverse, passionate, skilled and effective child advocates and inspires partners to join us in making tangible improvements for not only Westchester’s children, but New York State’s and beyond.

Since 1914, as the only organization in Westchester that focuses exclusively on child advocacy, WCA finds out what children need, helps others understand those needs, and brings people together to promote practical, effective solutions. We work to ensure that Westchester’s children are healthy, safe, and prepared for life’s challenges, regardless of zip code.

This work is critical. Although Westchester is often seen as uniformly affluent, one in four children and youth (0-25), are on public insurance and 23% live in poor or low-income households. Within Westchester, most children of color experience higher poverty rates compared to their white counterparts. These racial disparities affect outcomes across a broad spectrum of life issues, such as education, child welfare, health and juvenile justice. The WCA leads community efforts to address and ameliorate these inequities. We are a key resource to community members, elected officials and policy makers in understanding what needs to change and we are a trusted convener of stakeholders in solving problems. We use data to illuminate barriers to child well-being, particularly for poor children and children of color, and leverage our leadership and credibility to engage concerned and affected groups to push for change.

The successful candidate will

- Demonstrate passion for the mission of the WCA.
- Have experience with and understanding of public policy advocacy, and an understanding of the historical, structural and institutional constructs that create and perpetuate barriers to child well-being.
- Display experience and passion in major donor cultivation and fundraising activities.

- Have experience building and inspiring a cohesive and high achieving staff team, and a history of having led successful working collaborations across diverse organizations and within diverse communities.
- Have excellent verbal and written communication skills, including public speaking and framing messages for diverse contexts and audiences.
- Have the ability to inspire commitment and service to a social cause and organizational goals.
- Ability to juggle high level needs moment by moment.

### **Position Summary**

- Serves as the public face of the WCA organization.
- Serves as chief executive officer responsible to the Board of Directors for the effective conduct of all affairs of the organization. The ED reports to the Board of Directors.
- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives. The ED is responsible for the administration and management of the organization and has the primary responsibility and oversight for hiring and supervising all staff and volunteers, human resources and benefits administration, financial management and resource development, implementing and monitoring the policies and procedures of the organization, program development, public relations, and Board relations.

The ED has responsibilities in the following areas:

### **Leadership**

- Shapes and supports the vision and mission in conjunction with the Board of Directors for the organization. Envisions and plans for building the future of WCA, taking into consideration the needs of children and families, the relevant political, social and economic context, the work of other child-focused organizations, and the capacity of the WCA.
- Assures that the organization, its mission, programs, products and services are consistently of the highest quality. Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs with excellence and impact.
- Demonstrates creativity in identifying new opportunities and solving issues that the organization is facing.
- Recommends to the board annual goals and an annual work plan that will support the WCA's mission.

### **External relations**

- Develops and maintains strong, sound relationships with WCA's partner organizations (public and private), with funders and donors, and with public officials. Builds respect and profile for the organization in its various constituencies. Supports the overall field/movement in which the organization works.
- Work in collaboration with staff and board in developing external relations in a coordinated and strategic manner. Serves as the public face and lead voice for the organization.
- Takes on outside leadership positions at county, state and national level as board, task force or advisory council member, as possible to elevate the WCA.

## **Board Administration & Support**

- Supports operations and administration of the board by advising and informing board members, assuring that the Board is properly staffed and helping to plan Board meetings.
- Promotes Board of Directors' engagement in critical thinking, strategic planning, resource/financial development and overall organizational wellness. Serves as the primary staff person for the Board of Directors and the Executive Committee, and is responsible for overseeing the staffing of all other committees.
- Understands the organization's requirements for governance practices and supports the Board in its governance duties by providing necessary information and access to people.
- Ensure board compatibility to meet organizational goals and needs.
- Develops a strong working relationship with Board President, Board Chair and all board members.

## **Fiscal Management**

- Recommends annual budget for Board approval and prudently manage organization's resources within budget guidelines according to current laws and regulations.
- Has a solid, up-to-date understanding of the organization's income statement, balance sheet, cash flow and other financial measures relevant to its business and financial situation.
- Ensures the organization's financial records, audits and investments are accurate and up-to-date.
- Is supported by qualified and competent financial staff and/or consultants or volunteers.

## **Fundraising and Communications**

- Performs the critical and demanding role of chief fundraiser.
- Oversees fundraising, planning and implementation to develop and sustain a diverse funding base, including major donors, grants and special events.
- Establishes realistic, ambitious strategies that lead to successful fundraising efforts and engages the Board in its fundraising activities.
- Raises the visibility of the organization through the development and implementation of a sustainable communications campaign geared to its various constituencies, as well as the public.
- Works to ensure the organization and its mission, programs, products, and services are consistently presented in strong, positive image to relevant stakeholders. Work with the assistance of a designated public relations firm as needed.
- Represents the WCA as an effective spokesperson with external constituency groups, including community, governmental, and private organizations.

## **Management**

- Establishes an effective organization structure, ensuring that there is management focus on key functions necessary for the organization to deliver its mission.
- Successfully lead and manage projects from inception to conclusion with support of the Director of Data, Operations & Finance and Director of External Relations.

- Attracts, manages, motivates and empowers a high-performing senior management team with the knowledge, skills, energy and passion to make the mission and vision a reality. Mentors staff and builds staff capacity.
- Ensures the WCA operates in the most efficient manner and is compliant with all regulations, industry guidelines and insurance policies.

### **People Operations, Employee Experience and Success**

- Assumes the responsibilities of the HR department – hiring, supervising, and staying current with employment practices and law changes, managing 401K and health insurance benefits.
- Performs all other duties as needed and assigned by the Board of Directors.
- The current WCA staff compliment is five employees and operates in a hybrid work environment.

### **DESIRED QUALIFICATIONS**

- Bachelor's degree or advanced degree preferred, or equivalent job experience
- A minimum of 5 years' experience in managing individuals and teams, setting performance goals, and empowering overall employee success.
- Demonstrated success in fundraising from both governmental and non-governmental sources (foundations, individuals and corporations). The majority of current funding comes from non-governmental sources.
- Knowledge of policies, programs and services relevant to the well-being of children.
- Ability to apply critical and strategic thinking to quickly identify the crux of a problem, question or issue.
- Communicate clearly, concisely and logically both verbally and in writing. Be comfortable articulating strategies with a variety of audiences with diplomacy, tact and discretion.
- Adapt quickly to new and varied professional environments.
- Excellent organizational development, interpersonal, communication and personnel management skills.
- Experience working with and/or serving on a nonprofit board of directors.
- Ability to inspire commitment and service to a social cause and organizational goals.
- Ability to attend evening and weekend events.
- Ability to travel on a limited basis.

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The forgoing statements describes the general purpose and responsibilities to this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required.

### **Benefits**

- A fun, challenging work environment
- Competitive salary based off experience.
- Medical insurance.
- 401 K program.
- Generous time off policy.
- Hybrid work policy.

- Opportunity to make an impact – you will be a key player in bringing our missions to life.

Westchester Children's Association serves a diverse and ever evolving community. The Executive Director should view this as a source of strength, and should enjoy building authentic, trusting relationships with those who may hold identities or have lived experiences that differ from their own. Because this is an advocacy organization centering on children's welfare, candidates must be committed to the ongoing individual work that an inclusive and anti-racist practice requires of us. Westchester Children's Association employs, trains, compensates and promotes team members 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.