



Please note we are asking applicants to email their **resume and cover letter** to recruitment@firstworkings.org.

Your cover letter should include:

- An explanation of what social capital means to you
- Why you believe you would excel in the role of Executive Director of First Workings

Mission

First Workings' mission is to help high achieving, high potential students from some of New York City's most underserved and underrepresented communities gain social capital and workplace readiness skills to broaden their horizons.

Our organization, team, and values

First Workings is a small but thriving nonprofit organization with a significant impact and an engaged and committed Founder and Board. Our goal is to empower students to overcome the structural barriers that typically limit upward social-economic mobility. We accomplish this through workplace readiness training, placement in competitive internships or mentorships, and comprehensive support to participants and alumni to help students foster professional relationships. Since our founding in 2014, we've worked with over 250 students connecting them to industry leaders across NYC, such as Goldman Sachs, Morgan Stanley, PJT Partners, Mount Sinai Hospital, Lenox Hill Hospital, KPMG, Bandier, White & Case, Mintz Levin, Ogilvy, and many more. 100% of our students go on to college, many of them at the top institutions in the US.

We're passionate about working with young people, building and working in close relationships, being flexible and supportive, adapting with feedback, and having fun while doing good work. Our office environment is casual and collaborative, yet hardworking. We strongly encourage innovation with an ability and willingness to adopt new ideas and processes suggested by all team members. We're looking for a dynamic Executive Director who is excited by the opportunity to lead and scale a successful and growing nonprofit.

Role and responsibilities of the Executive Director

The mission of the Executive Director is to ensure the organization continues to thrive and grow, maintaining a reputation for excellence. The Executive Director will:

- Oversee and collaborate with the Director of Corporate Engagement and Communications and Program Manager to
 - Grow partnerships with NYC high schools
 - Grow partnerships with corporate, business, and nonprofit organizations that provide internships, mentorships, resources, and funding
 - Expand program offerings
- Hire, develop, and manage staff for the success of our programs
- Manage the overall operations, marketing, communications, and compliance to ensure the success of First Workings
- Work with the Chairman and the Board of Directors to create and execute the organization's growth and fundraising strategy

Qualifications:

Alignment with our mission and values

Education

- Bachelor's degree in a relevant field preferable
- Master's degree in a relevant field desirable (nonprofit management, public health, etc.)

Experience

- 3-5 years relevant leadership or senior management experience in education, youth services, college and career access, workforce development, or human services organizations
- A strong connection to, and deep understanding of, the communities we serve - either personally or professionally
- Experience working with a variety of stakeholders such as:
 - Corporate stakeholders for partnership, funding, and resources
 - Grant-making organizations, individual, major, and corporate donors
 - Public schools and students
- Demonstrable proficiency with Google Suite and zoom

You are an excellent fit for this role because you:

- Are highly organized, self-directed, and resourceful
- Have a strong work ethic, and you're mission-driven to achieve success for the organization and our stakeholders
- Are fluent in relationship building with a range of stakeholders
- Act on opportunities and take initiative
- Seek, provide, and act on feedback
- Communicate clearly and effectively (one-on-one, in small groups, and in larger public speaking settings)
- Write clear, precise, and well-organized executive-level communications tailored for a diverse audience
- Are innovative, yet pragmatic, in problem-solving and program development
- Are inclusive and equitable in treatment of all individuals

Compensation and benefits

- Compensation is competitive and commensurate with experience and qualifications. The salary range for the role is ~\$85,000 - \$105,000
- Generous PTO, a total of ~30 days, including:
 - Three weeks PTO
 - 10 bank holidays plus the week between Christmas Eve and New Year's Day
- Generous healthcare plan
- Professional development support

Location and hours

- Flatiron District, NYC (with the ability to work remote at least once per week)
- M-F, 9:00 – 5:00 (some flexibility with timing available)
- Periodically work evening hours during student training (~20-25 nights/year)

Application process

- To apply, please email your **resume and a cover letter** to **recruitment@firstworkings.org**. In your cover letter, please include:
 - An explanation of what social capital means to you
 - Why you believe you would excel in the role of Executive Director of First Workings
- Applications are due by Saturday, July 31
- We will ask qualified candidates will to participate in the following rounds:
 - Phone screen (30 minutes)
 - Executive Director candidate presentation (30 minutes)
 - In-depth interview (2 hours)
 - Conversation with staff and board members (1-2 hours)

First Workings is an Equal Opportunity Employer. We are deeply committed to advancing diversity, equity, and inclusion - externally in our mission and work and internally within our organization.