



## **Executive Director Search**

The Worker Justice Center of New York (WJCNY) seeks a visionary, passionate, and principled Executive Director committed to advancing the rights of farmworkers and other low-wage workers and immigrant communities in New York State.

### **About WJCNY**

Established in 1981, WJCNY (formerly Farmworker Legal Services of New York) is the region's preeminent unrestricted legal services and advocacy organization dedicated to protecting and expanding workers' rights. WJCNY's mission is to pursue justice for those denied human rights with a focus on agricultural and other low-wage workers, through legal representation, community empowerment, and advocacy for institutional change.

WJCNY conducts extensive year-round outreach and rights based educational programming, reaching several thousand workers each year. Our services include legal assistance and representation on matters of wage theft, discrimination, sexual harassment, workplace health and safety, collective bargaining protections, human trafficking, domestic violence, and increasingly direct immigration legal services.

WJCNY's local, statewide, and national advocacy aims to strengthen worker protections and support the rights of immigrants. WJCNY is dedicated to establishing multisector partnerships to build the power of low-wage workers toward lasting systemic change.

### **Opportunity**

WJCNY's new Executive Director will have the opportunity to guide the organization's overall strategic development in the context of significant growth over the past decade, during which the budget and staff have more than doubled. In partnership with WJCNY's Board and management team, the Executive Director is responsible for robustly carrying forward the organization's mission, ensuring long-term financial sustainability and growth, and overseeing all organizational and programmatic operations.

The Worker Justice Center of New York has two main office locations, in Rochester and in Kingston, NY as well as an office in Westchester County. The Executive Director may be based in either main office; however, the position requires frequent travel within New York State to maintain an active presence in both locations and to cultivate statewide partnerships.

## **General Responsibilities**

### ***Organizational Leadership & External Community Building***

- Direct the overall vision of the organization and provide strategic leadership for financial sustainability and growth.
- In partnership with staff and Board, lead ongoing strategic planning efforts in alignment with WJCNY's mission and direct input from partner organizations and impacted communities. Maintain an active and visible presence in the community through strategic events planning and working closely with other professional, civic, and private organizations.
- Supervise WJCNY's management team, working closely with them to ensure effective programming and organizational operations.
- Communicate effectively and maintain strong working relationships with WJCNY's Board of Directors and support the Board in successfully fulfilling its roles and meeting its goals, especially fundraising and promoting overall organizational visibility. Recruit new Board members in compliance with WJCNY's bylaws.
- Oversee WJCNY's external communications with the organization's constituents, the media, and the general public, in conjunction with the Director of Advocacy and Communications.
- Elevate the voices of WJCNY staff and prioritize their professional development to cultivate growth and ability where desired to assume positions of increasing leadership.
- Maintain a positive and collaborative working environment for all staff and take proactive measures to support morale.
- In consultation with the senior management team, establish employment and administrative policies and procedures for all functions and for daily operations.
- Perform other duties as assigned by the Board of Directors.

### ***Fundraising and Financial Sustainability***

- Lead the organization's fundraising efforts, with a focus on diverse funding streams including private foundation support, government grants, and individual donors.
- Ensure the organization's fiscal integrity and soundness, including submission to the Board of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization and ensuring optimal utilization of resources.
- Plan and oversee annual budget administration in conjunction with the Director of Operations and Finance. Review and approve contracts for services.

## ***Professional Qualifications***

- Preferred 10 or more years of senior nonprofit management experience, ideally some portion of which as Executive Director or Deputy Executive Director level or Division Director of a large agency.
- Attorneys or others with legal experience are welcome to apply but a JD is not required.
- Demonstrated commitment to social justice for the communities we serve.
- A strong understanding of the core issues relevant to WJCNY's mission, preferably through expertise in areas such as labor and workforce, immigration and immigrant rights, human trafficking, or provision of direct services to low-wage worker communities.
- Transparent and high integrity leadership.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Experience or understanding and commitment to the values of working in a unionized workplace.
- Strong organizational abilities including planning, leading, organizing, delegating, developing, systematizing, facilitating and controlling programs and tasks.
- Strong public speaking, written and oral communication skills.
- Ability to convey a vision of WJCNY's strategic future to staff, Board, volunteers, and donors.
- Knowledge of fundraising strategies, donor relations, and grants administration unique to nonprofit sector.
- Skills to collaborate with and motivate Board members and other volunteers.
- Ability to interface with and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.
- Spanish proficiency would be valued.

## ***Compensation***

WJCNY offers a generous comprehensive benefits package, including health and dental insurance, paid sick and vacation time, and retirement savings contributions. Competitive salary commensurate with experience from \$100,000 to \$132,000.

## ***To Apply***

WJCNY is an equal opportunity employer and especially encourages women, people of color, persons with disabilities, and LGBTQI individuals to apply. Please submit a cover letter and resume, or inquiries by March 31<sup>st</sup>, 2024, to [WJCNY.EDSEARCH@gmail.com](mailto:WJCNY.EDSEARCH@gmail.com). **Any inquiries marked confidential will only be read by the Executive Committee of the Board.**