



Chief Operating Officer (COO)

Founded in 1987, ENACT's mission is to help New York City public school students learn social and emotional skills through creative drama and drama therapy techniques.

Position

Reporting directly to President/CEO, the Chief Operating Officer assists with all levels of the organization and leads the day-to-day management of all organizational infrastructure functions, including, but not limited to: Programs, fundraising/development, fiscal oversight, general office operations, IT systems, communications, and contracts management. This position requires the individual to bring efficient and effective ideas and systems to the team to increase the productivity of the organization.

Responsibilities:

Leadership & Supervision

- Serve as the internal leader of the organization
- Partner with the President/CEO in developing and implementing the organization's annual strategic plan and budget; design new processes to achieve it
- Structure and lead all staff members to deliver outstanding work and measurable results in alignment with the strategic plan and budget goals
- Integral member of the Development team, assist with proposal content and budgets, interim and final reports, and, if necessary, provide necessary materials/info. to grant makers
- Work with the Board of Directors; present at meetings and serve on committees as necessary

Programs Oversight & Contracts Management

- Create, oversee, interpret, and maintain compliance with all current contracts
- Respond to new MTAC's, when appropriate
- Oversee all program invoicing
- Attract support for longstanding and new initiatives; work to identify partners in City, State and Federal government as well as other community based organizations, and build relationships

Operations: Finance, HR & Technology

- Facilitate all human resources processes and functions (payroll, policies and procedures, recruitment, on-boarding and terminations, performance management systems, unemployment, employee benefits, etc.)
- Supervise bookkeeper; serve as back-up to process and submit consultant invoices and office bills
- Oversee the annual auditing of organizational financial records and accounts, and all tax filings
- Manage contracting of IT support services and continually assess organizational IT needs

Qualifications:

- 8-10+ years' experience in a senior level position
- Passionate about the ENACT mission, core values and impact; understands creative processes and able to align with the culture of the environment
- Proven track record of exceeding goals and bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience and judgement
- Enjoys working hard and overcoming challenges; can successfully execute multiple tasks simultaneously; able to prioritize
- Operates with excellence in all matters, has confidence to debate ideas and can overcome resistance to leadership and take unpopular stands when necessary; remains focused and flexible in the face of pressure
- Outstanding communication and interpersonal skills; strong management style that promotes excellence and leads by example; sense of humor goes a long way
- Has a high level of business acumen including success P&L management, problem-solving and project management skills, and a creative resourcefulness
- Bachelor's degree required, relevant advanced degree (MEd, MBA, MPA, etc.) preferred
- Plus: Experience with supervision of school-based programs

Interested candidates should send a thoughtful cover letter and resume to:

Natasha.Anderson@enact.org with "Chief Operating Officer_Name" in the subject line.