



## Position Description

### CitiWide Harm Reduction

#### Executive Director

#### Organization

Established in 1995, CitiWide Harm Reduction, Inc. (CWHR) is a New York City-based organization that provides a continuum of outreach, assistance and care for marginalized communities. New York City has arguably one of the largest concentrations for the twin epidemics of HIV infection and injecting drug use. CitiWide seeks to combat these issues at many levels, offering services which include essential human services, mental wellness, health services, housing and prevention education. Through CWHR's outreach efforts and partnerships, the organization seeks to proactively fill the gaps that exist among many of the traditional treatment settings.

Citiwide is involved in a wide variety of policy, program, and funding relationships to reduce the harms related to poverty, homelessness, and drug use for individuals and communities in New York City. From the drop-in center, to the proactive outreach on the streets of the Bronx, to home-based services offered in Single Room Occupancy (SRO) hotels - CWHR offers activities and services for integrated prevention and care. Harm reduction services include outreach, syringe exchange, condoms and other prevention materials, education, counseling and medical triage. CitiWide also offers two peer education training programs grounded in a holistic HIV prevention formula.

CWHR has a \$3.2 million operating budget, a staff of 40+ and serves several thousand at risk individuals through their many services. For more information, please visit CWHR's web site at [www.citiwidehr.org](http://www.citiwidehr.org)

#### Position

Reporting to the Board of Directors, the Executive Director is responsible for overall management of the agency, which s/he carries out with an active and highly competent staff and a committed Board of Directors. The role requires an individual with exceptional operations, capital raising and business leadership skills, encompassing activities which range from strategic planning and budgeting to facilities management and advocacy. The executive director must place an ongoing emphasis on continually identifying best practices, supporting inherent cultural strengths and anticipating growth's impact on processes. The director must immerse themselves in CWHR's programs, build strong bonds with the team and take ownership of CWHR's ongoing success, displaying a passion for the mission and serving as the agency's champion to all sectors.

#### Responsibilities

The Executive Director's must be vigilant in regards to fundraising, grant management and other capital generating activities; s/he must be absolutely aware of the tight bond between funds received and continued delivery or expanded services. In addition to overseeing all aspects of the programs, fundraising and day-to-day leadership, the Executive Director must maintain close relationships with government agencies, foundation and corporate donors, elected officials, individual donors, program and research partners. S/he is responsible managing a complex stream of capital, with the business savvy to manage the contracting/reporting process, especially in light of ever-increasing performance metrics. The Executive Director is responsible for ensuring that the organization has the resources it

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needs to accomplish its objectives, and for establishing, implementing and maintaining effective programming and administrative operations. Ultimately, the successful leader will be responsible for identifying new funding sources to sustain and expand the agency's programmatic activities and initiatives.

In addition, the Executive Director will serve as the primary spokesperson and represent CWHR to the community. This executive must generate respect for her/his leadership at all levels, understanding the audience being addressed and communicating an effective, tailored message that displays a genuine understanding of their respective needs. From facilities utilization to media point person, this Executive Director must assume leadership for the agency with passion and conviction. Specific goals to keep in sight include:

- Prepare a strategic business plan and budget, both immediate and longer term, making certain the organization operates within budget guidelines and funding realities, ensuring smooth cash flow and meeting all corporate obligations.
- Personally and with necessary staff, aggressively pursue multiple channels of fundraising, to both solidify and expand service delivery.
- Recruit, lead, motivate and mentor the team to support organizational goals. Effectively communicate CWHR's progress against its plan, achieving consensus on vision and plans for Citiwide.
- Be a visible, approachable leader and continually look to upgrade employee benefits and technology support, creating a work environment that will promote a positive morale and employee retention, lead to a more effective delivery of services and build upon the culture and values inherent.
- Ensure that participants are receiving the highest quality of services by continued enhancement of programmatic excellence. Build relationships that contribute to program evolution to meet the needs of program participants. Utilize technology solutions that unify and simplify participant identification.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure success that can be effectively communicated to the Board, funders, and others constituents.

### **Qualifications**

The Executive Director will be thoroughly committed to CitiWide Harm Reduction's mission and have experience managing a complex community-based organization. S/he must be comfortable working in a rapidly changing, dynamic environment, be able to shift priorities as needed, with the understanding that participant's lives are ultimately what is at stake. CWHR seeks a leader, someone who will immerse themselves in the agency's activities, support the team as needed to continually broaden CWHR's impact and run the organization as if it was her/his own business. Specific qualifications include:

- 7-10 years nonprofit experience, including 5+ years managing a division or agency.
- Managed a complex, growing budget from multiple funding sources is mandatory, including securing revenue to support a budget of over \$5M+.
- Demonstrated track record in fundraising from foundations, corporations, government agencies and individual donors.

- Developed and implemented 1, 3 and 5 year strategic plans, including funding sources.
- A track record of effectively leading and scaling a high potential organization, with the ability to point to examples of having set strategies, shaped processes, and developed an infrastructure that has taken an organization to the next growth stage.
- Strong program management, budgeting and forecasting skills.
- Proven facilities management experience, including utilization and expansion.
- Highly effective leadership and supervisory skills; ability to collaboratively set goals, provide direction, ensure accountability, and motivate others to achieve.
- Adaptable to rapidly changing funding environment and able to entrepreneurially seek out and creatively respond to opportunities.
- Familiarity with legal (terms & documentation) and generally accepted business operating procedures to ensure the ongoing compliance and adherence to all relative laws/regulations.
- Creative expansion of service offerings
- B.A. a minimum; an advanced degree (MA, MBA, MPA, MPH) preferred

### **Personal Characteristics**

- Creative and energetic, must possess the charisma to lead a high profile organization, along with the hands-on ability, and predisposition to help out when and where needed.
- Works well under pressure, can demonstrate flexibility in adapting to changing circumstances and an ability to anticipate problems and focus on details.
- A strong team player and problem solver. Creative leader who can demonstrate tenacity in the face of challenge, with a willingness to roll up his/her sleeves.
- Excellent public relations, interpersonal, presentation and written/verbal communication skills.
- Action-oriented, entrepreneurial, and adaptable with an ability to work effectively in collaboration with diverse groups of people.
- Strong mentor and advisor who can delegate effectively without giving up responsibility. Comfortable with staffers taking leadership roles.
- Strong relationship management skills. Ability to credibly represent Citiwide in diverse settings from donor visits to Community Board meetings.
- Passionate about the fight against HIV/AIDS and serving low-income participants. Willingness to embrace harm reduction philosophy.
- Sound judgment as to when and how to engage the Board, using all available resources to help realize expansion goals.
- An appreciation for, and an understanding of, nonprofit culture, resources and operations.
- The ability to multi-task and work in a fast moving, continually changing environment.
- Ethics and integrity of only the highest standards
- Available when the demand calls, including evenings and weekends.



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Bridgestar is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Bridgestar, a nonprofit organization attracting, connecting, and supporting leadership for the nonprofit sector, serves diverse organizations and is committed to building high-performing teams that mirror the communities we serve. Please register (free of charge) at [www.bridgestar.org](http://www.bridgestar.org) and apply online through this listing on the Bridgestar job board.

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