

Organization: Foundation for New York's Strongest

Title: Deputy Director, Operations

Location: New York City

Deadline to apply: Until position is filled

About the Foundation for New York's Strongest

The Foundation for New York's Strongest, Inc. is the official nonprofit organization of the New York City Department of Sanitation. Supported by private funding and in-kind donations, the Foundation leverages non-traditional strategies to promote sustainability and advance the essential services Sanitation employees provide by:

- Emphasizing New York's Strongest as one of the City's emergency responders and highlighting their critical, daily service;
- Forging partnerships with private-sector organizations to move New York City toward sending zero waste to landfills by 2030; and
- Working to establish an educational museum dedicated to DSNY's rich history, current operations and vibrant future.

Deputy Director, Operations

The Foundation for New York's Strongest – <http://www1.nyc.gov/assets/dsny/about/inside-dsny/foundation.shtml> – is growing its leadership team and looking to bring on Deputy Directors to take hands-on responsibilities in operations, fundraising, and creative work, and to lead projects within the three core missions of the Foundation. This is an exciting opportunity to help build and shape the future of year-old non-profit, backed by the Department of Sanitation, that has already achieved some significant success, from an unprecedented event at NYC Fashion Week to highlight the role of Sanitation Workers and the impact of reuse in the fashion industry, to a 1,200+ person event to bring together key stakeholders in the food waste reduction space.

- Are you a details-oriented doer who thrives on getting the best work out of your team, and loves the satisfaction of seeing a project through to the end?
- Do you embrace strategic planning tools to develop big goals and work backwards to identify necessary milestones and identify / secure operational needs?
- Would you like to help drive the core initiatives and projects of the Foundation for New York's Strongest?

Key Responsibilities

- Assist Executive Director with strategic planning, goal-setting, and executing on Foundation programming and other priorities.
- Conduct research on grant opportunities for the Foundation, assist with implementation of Foundation branding and outreach (e.g. attend conference, work with web developers, coordinate funder meetings)

- Implement base camp or other project management tool, based on assessment Meet with other Deputy Directors as needed, or at least once per month, to get status updates
- Provide quarterly summary of projects – report on progress and upcoming goals
- Some event planning responsibilities
- Assist Executive Director with meeting planning, board communication, and regular coordination with other deputy directors.

At this time, this Deputy Director role is a volunteer position that will require 5-15 hours of time per week. Deputy Directors will report directly to the Executive Director of the Foundation, and work closely with the Executive Director to report all activities to the Foundation’s Board of Directors. Candidates presently employed by the Department of Sanitation should be able to fulfill their responsibilities during their current work schedule, but must first get approval from their supervisor. Candidates not presently employed by the Department of Sanitation may be required to attend meetings (virtual or in-person) at DSNY offices.

Our Ideal Candidate

- Entrepreneurial-minded and comfortable working in a fast-paced, dynamic environment
- A creative self-starter with a 'make stuff happen' mentality
- Ability to establish strong relationships with stakeholders inside and outside of the Department of Sanitation
- Excellent written and verbal communication skills
- Demonstrated ability to drive results, prioritize activities and meet deadlines
- Alignment and commitment to the Foundation for New York’s Strongest mission
- Specialized skills include:
 - Program management experience
 - Comfortable approaching new contacts, reaching out to existing contacts to leverage partnership opportunities
 - Comfortable with public speaking, ability to work outside normal business hours for special events

Benefits

- Flexible and independent working schedule, with big opportunities to take on significant leadership roles and own projects and deliverables
- Professional development; the Foundation is able to support individuals with limited experience with courses and other opportunities to hone their craft
- Opportunity to work from a creative co-working space once a week

Application Process

To express interest in the position, please email strongest@dsnyc.gov with a brief letter outlining your interest and qualifications, and include your resume and a writing sample. Select candidates will be invited to interview with the Foundation’s Executive Director and the Foundation Board, and may be asked for professional references. Following each one year period of service, both the candidate and the Foundation Board will have an opportunity to evaluate performance and choose whether to extend the volunteer position for an additional year of service.