



Position Title: Executive Director, Horizons Brooklyn

Reports To: Horizons New York City Regional Director & Horizons Brooklyn Board of Directors

Employment Type: Full-Time Exempt

Position Posted On: December 22, 2022

Salary Range: \$90K-\$110K

Position Start Date: March 1, 2022

Location: New York, NY (Hybrid position)

About Horizons Brooklyn

Horizons Brooklyn, the flagship program of the New York City regional affiliate of [Horizons National](#), is a community-centered education program that has served students from the Downtown Brooklyn and Navy Yard area for 15 years. Horizons builds long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning. The main component of Horizons is a six-week summer program, currently located on the campus of Greene Hill School, where students participate in academic, cultural, and recreational enrichment activities. Horizons Brooklyn operates a proven model and is part of an affiliated network with over 70 Horizons sites serving students across the country.

To learn more about Horizons New York City, please visit:

<https://www.horizonsnewyorkcity.org/>

The Opportunity

An integral part of the Horizons Brooklyn team, the Executive Director manages and leads a diverse staff overseeing all program activities and operations, including ensuring quality programming; hiring and supervising staff and volunteers; annual budget planning and management; and broadening Horizons' base of support through robust fundraising and marketing initiatives. This role also serves as the face of Horizons Brooklyn, working to build external-facing relationships to increase awareness of the program, expand partnerships, and position Horizons as a thought leader in the out-of-school time space. Horizons Brooklyn strives to create an inclusive, affirming, and welcoming environment that allows all team members to thrive. Because of our Network-wide commitment to EDI, the ideal candidate for this role must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously.



Key Responsibilities

Program Leadership

- Leads all Horizons activities, operations, and programmatic elements in both the summer and school-year programs
- Execute a quality and sustainable program for 135 students, families, and alumni
- Manage student recruitment and retention activities related to both summer and academic year programming, interacting with community stakeholders
- Oversee a program director and program coordinator in hiring, supervising, and training over 45 teaching and enrichment staff and 15 high school volunteers

Organizational Leadership

- Partner dynamically with the Horizons Brooklyn Board, coordinating board meetings, spearheading recruitment, and providing leadership and support to members and committees
- Collaborate with Horizons NYC Regional Director to guide strategic sustainability and expansion of Horizons within Brooklyn
- Prepare, manage, and grow the program's annual budget of approximately \$400,000 in partnership with the finance team and Horizons NYC
- Maintain strong relationships with the host school, NYC Department of Education, feeder schools, and Horizons families and students
- Adhere to Horizons National requirements, including data collection and testing, and participate in Horizons National Conferences and annual meetings
- Maintain state licensure requirements of summer programs
- Advocate for Horizons Brooklyn and the families it serves by educating the broader community on issues impacting local youth
- Fulfill all requirements to receive Horizons NYC support and funding

Development and Marketing

- Serve as the face of Horizons Brooklyn, stewarding relationships with donors and participating in networking and speaking opportunities to raise awareness.
- Collaborate with the Horizons Brooklyn Board of Directors on fundraising strategy, including cultivation of new funding sources
- Lead all grant prospecting, writing and fundraising activities for Horizons
- Ensure effective gift recording and donor acknowledgement

Skills and Qualifications

- A strong commitment to educational equity and partnership building, and a passionate belief in the value of education
- Demonstrated success in leadership roles in a nonprofit setting, preferably in an organization with a focus on education, children, youth, or families



- Strong interpersonal skills and demonstrated ability to build and sustain positive and respectful relationships, working with a diverse range of stakeholders
- Experience leading fundraising activities, including donor relations and events, with knowledge of institutional giving in New York City
- Familiarity with educational program administration, including operations, grant writing, budgeting, and staff management
- Experience in board management
- Ability to manage multiple responsibilities and execute projects successfully
- Proficiency with Quickbooks, Mailchimp, Google Drive, Salesforce, and Microsoft Suite
- Bachelor's degree required; an advanced degree or its equivalent in training and experience is preferred

Salary and Benefits

- Full-time position with annual compensation commensurate with experience, in the range of \$90,000-\$110,000.
- Benefits include medical, dental insurance, and paid time off and holidays
- Hybrid work location: On-site during summer program, but flexible remote work from within NYC during the rest of the year
- We value EDI and as such are committed to Horizons staff exploring potential EDI professional development opportunities in alignment with our program

How to Apply

Please send a resume and cover letter describing your experience and interest in the role to info@horizonsnewyorkcity.org. Thank you for your interest in Horizons Brooklyn!

Final offers of employment are contingent upon successful completion of a criminal background check, national sex offender registry search and, where applicable, driving record, as well as a reference check. Horizons Brooklyn is an Equal Opportunity employer. Employment opportunities at Horizons Brooklyn are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race; color; religion; sexual orientation or transgender status; gender identity or expression; pregnancy or related medical conditions; workplace hazards to reproductive systems; national origin and ancestry; age; veteran status; current physical or mental disability or history of; intellectual or learning disability; genetic information; homelessness status; sexual harassment; marital or civil union status; lawful activity outside of the workplace such as tobacco use; or any other characteristic protected by law.