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Position Title: Associate Executive Director

Reports to: Board Chair (on behalf of the Board of Directors) and Executive Director

FLSA Status: Exempt

Title: Associate Executive Director

Reporting to the Board of Directors and Executive Director, the Associate Executive Director (AED) is responsible for the oversight of administrative and financial systems including finance, accounting, information technology, and human resources. Manages all current programs (NYS AIDS Institute, HRA/HASA (Louverture Residence), PHS, SAMHSA, DOVE, DYCD, DFTA, 340B program) and future programs. As a member of the leadership team, the Associate Executive Director is involved in a range of strategic planning and internal initiatives.

Back-up / act on behalf of the Executive Director in the event of planned or unplanned absence.

RESPONSIBILITIES

The major responsibilities of this position include, but are not limited to:

Leadership and Team Development

- Contribute to the development of HCC's strategic goals and objectives as well as the overall management of the organization.
- Build and lead an effective team dedicated to fulfilling the organization's mission through highly successful program implementation, community engagement, and fundraising targets.
- Develop and implement sophisticated policies and procedures both in the finance and general operational realms.
- Oversee, direct, and organize the work of the finance and operations teams.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Develop and implement a comprehensive staff development plan in the areas of responsibility.
- In collaboration with the Executive Director, recruits, hires, trains, supervises, disciplines, develops, schedules, and directs staff and volunteers in assigned areas, creating and fostering a staff environment that is positive and professional.
- Manage a culturally diverse staff whose skills, cultures and spoken languages reflect the communities that HCC serves.
- Ensure staff members receive timely and appropriate training and development.

- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, and conduct annual performance appraisals.
- Mentor and develop staff using a supportive and collaborative approach.
- Lead the performance management process that measures and evaluates progress against goals of the organization.
- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all current programs (NYS AIDS Institute, HRA/HASA (Louverture Residence), PHS, SAMHSA, DOVE, DYCD, DFTA, 340B program, and future programs.
- Identify opportunities for HCC to leverage cross-program strengths to take advantage of new opportunities and/or address organizational challenges.
- Lead, coach, develop, and retain HCC's high-performance teams with an emphasis on developing capacity in strategic analysis and planning, program budgeting and management.
- Provide programmatic leadership and input for all strategic plan implementation processes with the Executive Director and staff. Coach program directors and managers as they implement the strategic plan and transition program operations.
- Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation.
- Implement and lead a continuous quality assurance and continuous improvement process throughout program and service areas, focusing on systems/process improvement.
- Promote regular and ongoing opportunities for all staff to give feedback on program operations.
- Inform the Executive Director, and ultimately the Board of Directors, of all program issues and accomplishments.
- Provide inspirational leadership and direction to all staff and ensure the continued development and management of a professional and efficient organization.
- Establish effective decision-making processes that will enable HCC to achieve its long- and short-term goals and objectives.
- Maintain continuous lines of communication, keeping the Executive Director and ultimately the Board informed of all critical issues and accomplishments

Operations

- Lead the day-to-day management and coordination of finance, administrative, human resources, and programmatic functions.
- In collaboration with the Executive Director, oversee all programs and provide regular supervision, guidance, and mentoring to the Finance Director, all Program Directors and managers and related staff.
- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- In collaboration with the Executive Director, ensure that HCC is adhering to the strategic plan, delivering status reports to the Board.

- Provide analytical support to HCC’s leadership and management team including development of internal management reporting capabilities.
- In collaboration with the Executive Director, instill a human capital development and “coaching” culture within HCC; upgrade human resources policies and functions including training, development, compensation and benefits, employee relations, performance evaluation and recruiting.
- In collaboration with the Executive Director, oversee human resource processes including hiring, separation, on-going staff development and performance.
- Identify and implement staffing requirements for efficient operations, maintaining a strong culture and work climate that attracts and retains staff, and drives the organization’s mission.
- Ensure compliance with all federal, state, funding, and city regulations, certifications, and licensing requirements.
- In collaboration with the Executive Director, ensure that all program activities operate consistently and ethically within the mission and values of HCC.
- Provide programmatic leadership and input for all strategic planning processes with the Executive Director and staff.
- In collaboration with the Executive Director, ensure the delivery of high-quality services while managing for current and future growth.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- Develop and implement systems, policies and processes needed to manage the organization’s current activities, future growth, and expansion.
- In collaboration with the Executive Director, maintaining compliance with all government contracts, corporate and foundation grant agreements, management/oversight of the Article 31.
- Ensure all required reports are processed accurately and submitted on time.

Financial Management

- Advise the Board of Directors, Executive Director, and other key members of the organization on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- In collaboration with the Executive Director, ensure the continued financial viability of HCC’s operational units through sound fiscal management.
- In collaboration with the Executive Director and Finance Director:
 - Plan, coordinate, and submit an annual operational budget to the board for approval.
 - Develop financial guidelines and controls to monitor spending and hiring practices, ensuring the organization stays within its approved budget.

- Develop HCC's financial management strategy and contribute to the development of the organization's strategic goals.
 - Ensure that the flow of funds permits HCC to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
 - Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of programs and staff.
- Effectively manage the operational budget, and report accurately on progress made and challenges encountered.
 - Serve as the management liaison to the Board and audit, finance, and program committee; effectively communicate and present critical financial matters at select Board of directors and committee meetings.
 - In collaboration with the Executive Director, oversee budgeting, financial forecasting, cash flow and coordination of audit activities as well as accounts payable and receivable.
 - Review the financial results of all operations, comparing them with the organization's goals and objectives, and work with the Executive Director to take appropriate measures to correct unsatisfactory performance and results.
 - In collaboration with the Finance Director, lead annual audit process, including the accurate completion of 990, CHAR500, and financial audit report.

Fundraising

- Assist the Executive Director in fundraising efforts including budgeting, development and implementation of systems for reporting, measurement and supporting revenue generation.
- Assist in administrative aspects including proposal preparation and granting writing
- Assist in planning, organizing, and implementing public and private fund-raising initiatives.

Qualifications and Experience

- Minimum BS/BA degree mandatory, a master's in business administration, finance or related field is preferred.
- Minimum 7 years' experience in a senior management role ideally with both external audit and in-house financial management experience gained in a high-growth organization.
- Proven track record of success facilitating progressive organizational change and development within a growing organization.
- Knowledge of non-profit management, program implementation, contract management, and administrative operations are key to the success of this position.
- Strong mentoring, coaching experience to a team with diverse levels of expertise.
- Superior management skills including ability to influence and engage direct and indirect reports and peers.
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills.

- Results-proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- High level of business acumen including successful P&L management and knowledge of nonprofit finance and accounting regulations and the ability to balance the delivery of programs against the realities of a budget.
- Excellence in organizational management with the ability to coach a senior-level staff to manage and develop high-performance teams and develop and implement program strategies.
- Experience managing human resource functions including personnel, compensation, and recruiting.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Experience with audit, legal compliance, and budget development.
- Passion for HCC's mission.

Additional Qualifications

- * Knowledge of HTML / Experience with Adobe Creative Suite, especially InDesign, Photoshop, Acrobat, and Premiere preferred / Experience with web content management systems (especially Wix) preferred
- * Ability to speak, read, and write Haitian Creole and French a plus

How-to Apply: Email your resume and cover letter to HR@hccinc.org with 'AED Position' as the subject.

Application Deadline: August 12, 2022