

HARRIS RAND LUSK

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The Greek School of Plato Executive Director Position Description

Background

The Greek School of Plato was founded in 1977 as a nonprofit educational organization dedicated to inspiring next generations of Greek Americans to carry forward the rich Hellenic culture and heritage throughout their lives. The School offers after school and Saturday programs to students between PreK-Grade 9, teaching Greek language, history, literature, culture, theatre, dance and music. Students come primarily from the surrounding Brooklyn and Staten Island communities.

The Greek School relies on a talented staff, highly committed Board members and a large community of volunteers to support the programs. With the recent acquisition of a new larger facility, the vision is to create a true Community Center, offering full-service cultural and educational programs to students as well as community residents, regardless of ethnic background, to promote Greek cultural understanding, provide opportunities for youth enrichment, and social services. The possibilities are limitless but may include a daytime nursery, gallery space, a bookstore, library and conference rooms, rooftop play areas, classrooms, a theatre, films, dance, lectures, culinary classes and fundraising events.

The Position

The Greek School of Plato is seeking an Executive Director whose primary responsibility will be to develop and implement all policies, programs and procedures related to the School/Cultural Center. Reporting to the Board of Directors, the Executive Director will be a dynamic individual who has the power and presence to advocate successfully on behalf of the Greek School of Plato, both in the public and private sectors.

The Executive Director must be highly intelligent, a leader and self-starter who shares the Board's vision of the opportunity and commitment to the School's core mission. The Executive Director will have proven ability to foster the growth of an organization and be comfortable driving change. The successful candidate will most likely be a professional who has substantial experience in leadership as well as education and community services. Someone with exposure to the educational arena in New York would be preferred. In addition, s/he must be an exceptional fundraiser, able to demonstrate significant accomplishments and past successes, a hands-on manager, strategic thinker and planner, and problem-solver able to respond to crises quickly and effectively.

Excellent negotiation and communication skills are critically important. S/he must be equally comfortable in making presentations before community leaders, agency administrators, prospective funders, and the public. S/he must be able to work closely with Board members and staff to promote an open, inclusive environment that emphasizes cooperation and teamwork with a minimum of ego. In addition, s/he will be bright, diplomatic, analytical, of the highest integrity and possess sound judgment as well as a sense of humor.

A background in Greek culture, language and experience will be an advantage, although not a requirement.

Specific Responsibilities:

Strategic Planning and Management

- Oversee the operations of the School and the Center
- Build and maintain a strong partnership with the Board via effective reporting and relationships; achieve communication and consensus and set clear and actionable priorities around key strategic initiatives of growth and expansion
- Set and achieve programmatic goals; establish strong working relationships with a wide range of stakeholders; identify opportunities to advance the organization's programs and strategy through shared goals
- Build organizational infrastructure and capacity to support future growth
- Create staffing structures to meet growth needs
- Build a positive team culture that is mission focused

External Relations Management and Fundraising

- Serve as the public face of the organization and the primary local spokesperson
- Develop and implement ambitious but achievable fundraising plans that diversify revenue streams, especially foundation grants and individual donors

Business Operations

- Oversee all business functions (accounting, HR, IT, legal, health care, benefits, etc.)
- Oversee organization budget and provide accurate financial reporting to the Board of Directors
- Ensure policies and procedures are maintained and enforced for proper financial controls and reporting

Qualifications:

- Bachelor's degree; Master's degree preferred
- Minimum of 8-10 years of proven leadership, fundraising and management experience
- Demonstrated organizational leadership ability, which includes effectively managing and motivating a team to achieve program goals
- Outstanding organizational skills; capacity to prioritize multiple and varied responsibilities
- Able to work both independently as well as in collaboration with staff and board in a supportive and direct manner with a minimum of ego

- Able to represent the Greek School of Plato with funders in public settings and with other organizations in the New York area
- Strong strategic thinking, problem solving and implementation skills.
- Excellent oral and written communication skills, as well as strong interpersonal, relationship-building and networking skills
- Ability to source, attract and retain institutional and individual donors
- Thrives in an achievement-oriented, entrepreneurial and fast-paced environment

To learn more about the Greek School of Plato, please visit thegreekschoolofplato.org.

The Greek School of Plato is an equal opportunity employer. They celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply:

The Greek School of Plato has retained the services of Harris Rand Lusk to conduct this search. Inquiries, nominations, and applications may be directed in confidence to:

Dr. Jane Herzog
Director, Educational Leadership
Harris Rand Lusk
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New York, NY 10168

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Please put 'Greek School' in the subject line of your emailed resume and cover letter.