

THE EARLY CHILDHOOD  
& FAMILY HUB  
OF  
WASHINGTON HEIGHTS

**Executive Director**

**Location:** Washington Heights, NYC (In-person)

**Reports to:** Board of Directors

**Status:** Full-Time, Exempt

**Salary:** \$165,000 annual salary with a competitive benefits package including employer-paid medical insurance, dental, vision, and a retirement plan with employer matching.

**About The Early Childhood and Family Hub of Washington Heights "The Hub"**

Washington Heights is a vibrant community of families, culture, and resilience. "The Hub" is a new non-profit organization designed to serve this community. The planned location is in the heart of Washington Heights. We are creating a central place where families with young children can find everything they need to engage in a life long trajectory of health and well-being - from a safe place to play, experience art and music to health and wellness advice, to nutrition, to job readiness training, parenting education, to connection with other caregivers and community services.

We aspire to be more than the traditional community center. The Early Childhood and Family Hub will be a unique, all-in-one community center in Washington Heights, working with community partners to offer a holistic suite of resources, referrals, and access to support for families of young children. In addition to our primary focus on direct programming and service, The Hub will work to provide the most up to date and effective programs for families, partnering with universities to study what comprehensive community-based case models can accomplish by working closely with a child's entire ecosystem of care.

**The Opportunity**

The Hub is in search of an **Executive Director** to lead all programs and administrative functions for this unique organization. This is a role for a **builder** - someone who aspires to create a unique and ambitious program through a cooperative and community-oriented approach.

In the first two years, you will turn a broad vision into a reality. With the help of a highly supportive board of directors, you will hire your founding team to staff, set up the first systems, sign the first contracts, engage with a strong foundation of existing community partners, and welcome the first families. You will build the "engine" of the organization so that it can run for decades to come and will be responsible for bringing this mission to life and successfully funding and operating "The Hub".

We believe the right leader can balance two worlds: the tactical, operational elements of leadership, as well as the more visionary elements. If this is you, you can manage a tight budget, develop an excellent program, and fix operational problems in the morning, and then come the afternoon, stand in front of a room of donors or community members and inspire them with a clear and compelling vision for the organization.

## What You Will Do - Key Responsibilities

### 1. Build The Hub's Foundation - People, Operations & Systems

- **Establish the Founding Team:** You will identify and hire the inaugural talent responsible for translating The Hub's vision into daily practice. By carefully selecting this core group you will ensure a culture of service, excellence and deep care is rooted in everything we do.
- **Lead the Opening of the Facility:** You will oversee the physical opening of the center, ensuring the space is safe, welcoming, and ready for families. You will manage the relationship with our landlord and partners to ensure the building serves everyone well.
- **Create Foundational Systems:** You will design the systems we need to run - from how we pay bills to how we track family membership. You love making things run efficiently and build teams over time that do so.
- **Manage the Finances:** You will build and manage the annual budget. You will ensure every dollar is spent wisely and tracked - establishing systems and controls that ensure fiscal integrity.

### 2. Champion the Community - Outreach & Culture

- **Create a Welcoming and Supportive Culture:** You will ensure that when a family walks in, they feel seen, heard, and helped, regardless of which partner organization they are visiting. You will ensure the center is a place of dignity and joy.
- **Establish "The Hub" as a Community Partner:** You will be present in Washington Heights. You will build trust with local families, business owners, and community leaders. You will ensure that the voices of "The Hub's" members and partners are heard and considered in decisions.

### 3. Fuel the Mission - Fundraising & Board Relations

- **Partner with the Board:** You will work with our Founding Board to set strategy. You will give them the clear, honest information they need to make good decisions and work to leverage their support and that of their networks.
- **Secure the Future:** You will lead the effort to find donors, grants and generally to secure revenue. The board will support these efforts but you will drive the organization's development function. You will tell the story of The Hub in a way that makes people want to invest in our families and convert that into financial donations, grants, and in-kind donations as well as other sources of funding.

### 4. Lead the Partnership - Collaboration

- **Facilitation of Community Partnerships:** The Hub will host an existing network of community organizations and work with new community partners. You will co-lead collaboration, ensuring we communicate well, share resources, and solve conflicts. You will lead the communication and collaboration that allows partners to thrive and keeps "The Hub" growing and thriving.
- **Engagement with Academic Institutions:** You will work with university partners to evaluate our programs. You don't need to be a scientist, but you need to value data. You will help us prove that our model works so we can secure future funding, share our models with other communities and stakeholders, while ensuring our families are protected and respected in the process.

## Who You Are - Competencies & Qualifications

- **You are a Builder:** You have a track record of starting and securing resources to sustain things - a new program, a new department, or a new organization and building the systems and structures that make it last.
- **You are an Operator:** You know how to manage a budget, analyze a spreadsheet, and handle HR basics. You understand that "vision" requires execution.
- **You are a Collaborator:** You have experience managing complex partnerships. You can bring different groups together (like churches, non-profits, and universities) to co-design and work toward a shared goal.
- **You are a Compelling Communicator:** You possess excellent writing skills and public speaking skills, allowing you to create narratives that inspire donors, staff, and community members alike.
- **You Form Teams:** You've created org charts, designed roles, and most importantly identified and hired talented folks and created the systems, structures and culture that allows them to collaborate successfully.
- **You Know Program Quality and Value Impact:** You have expertise in directing and evaluating community programs (early childhood and/or maternal health). You understand that we need to measure our impact and are comfortable working with researchers to track data and outcomes.
- **You are Committed to Community:** You have a connection to or understanding of Northern Manhattan and the realities facing families in NYC. Ideally you are bilingual in English and Spanish.

## Why This Role Matters

The first 1,000 days of a child's life and the care and resources their families have define their future. By building The Hub, you are building a platform that will change the trajectory of thousands of children and their families in Washington Heights. You are creating a model that could be replicated across the country.

## How to Apply

To embark on this unique, mission-driven opportunity and demonstrate your capacity to be "The Hub's" founding builder, please submit your resume and a cover letter. The cover letter should speak directly to your experience in balancing visionary leadership with tactical execution and your commitment to the Washington Heights community. Please send all materials to Jeremy Abarno at [jeremy@jeremyabarnoconsulting.com](mailto:jeremy@jeremyabarnoconsulting.com) using the subject line "Executive Director Application for The Hub".