



CFY-National  
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**Position:** Managing Director of CFY-New York City

**Location:** New York City Office

**Start Date:** ASAP

## ABOUT CFY

CFY is a national education non-profit that helps students in low-income communities, together with their teachers and families, harness the power of digital learning to improve educational outcomes.

CFY pursues this mission through the combination of its groundbreaking K-12 learning platform, [PowerMyLearning.com](http://PowerMyLearning.com), and its on-the-ground direct service initiative, the [CFY Digital Learning Program](#). PowerMyLearning makes best-in-class digital learning activities easily accessible and usable to meet the full range of K-12 learning needs. It is an integral part of CFY's Digital Learning Program which is conducted in partnership with low-income public schools to increase home technology access, extend learning beyond the classroom, and deeply engage parents in the learning process. The program provides training for teachers, students and their parents along with a free broadband-ready home computer loaded with educational software and 24x7 bilingual help desk support.

To date, CFY has served more than 40,000 families from 100 schools nationwide and has demonstrated significant impact on student achievement, student engagement, parental confidence, and broadband adoption. To extend the impact of its work even further, CFY operates an [Affiliate Network](#) of over 30 organizations in more than 20 states and the District of Columbia.

## POSITION DESCRIPTION

The **Managing Director** of CFY-New York City (CFY-NYC) is an extraordinary opportunity for an experienced leader with exceptional skills in managing both people and projects to enhance the impact of a mission-driven, results-oriented organization. The Managing Director will play a key leadership role in ensuring the overall success of CFY-NYC's programs, staff and operations, and will report directly to the Executive Director of CFY-NYC. This position will have four direct line reports: the Director of Programs, the Senior Logistics Manager, the Senior Manager, Education, and the Office Manager.

## KEY RESPONSIBILITIES

### *Program & Operations Responsibilities*

- Create strategic direction for NYC's programs in conjunction with the NYC Executive Director and CFY's National office

- Ensure program goals are met through the delivery of high-quality program implementation
- Manage specific relationships with the Department of Education and other external program partners
- Liaise with key staff in CFY's National Office to ensure alignment of vision, planning, and process as it relates to NYC's programs
- Analyze program data to suggest course corrections, professional development requirements for staff, and strategic ideas
- Ensure proper inventory practices; liaise with the National office for reporting inventory
- Provide content knowledge, as able, to further CFY's mission

### ***Management Responsibilities***

- In partnership with the NYC ED, lead, coach, motivate and inspire the NYC team
- Liaise with NYC Executive Director and National HR Director on managerial and personnel matters and processes
- Oversee operations of the NYC office
- Manage individual team members' performance: ensure training and coaching necessary to perform basic job duties; hold weekly meetings with direct reports to support their performance, development, and morale; perform formal annual and informal mid-year performance reviews
- Ensure CFY-NYC staff compliance with CFY professional standards and norms
- Ensure successful management of each department through its leaders, including goal setting and reporting
- Understand and communicate the mission to staff, clients, donors, and other stakeholders

### **Other duties as necessary**

***Note: During the school year, approximately twelve work weeks will be Tuesday through Saturday.***

### **CANDIDATE QUALIFICATIONS**

Required:

- Passion for CFY's mission
- At least ten years professional experiences that includes:
  - Seven years of experience in program management, including demonstrated success implementing large and complex programs
  - Five years of experience in directly managing full-time staff, including managing managers
  - Three years of experience in managing a team of at least fifteen full-time staff
- Proven success managing external partnerships
- Experience in the education sector (experience in K-12 preferred)
- Experience working with low-income communities

- Excellent written and oral communication skills
- Capacity to thrive under pressure while working on multiple tasks and projects
- Bachelor's degree

Preferred:

- Master's degree
- Experience working with the NYC Department of Education, ideally as a teacher or administrator

### **COMPENSATION AND BENEFITS**

Compensation will be competitive and commensurate with experience. CFY also offers a generous benefits package.

### **TO APPLY**

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position, your current/most recent compensation and stating how you heard about this opportunity, to [jobs@cfy.org](mailto:jobs@cfy.org) using the following conventions:

Subject line: CFY-NYC Managing Director  
Cover Letter: yourfirstname\_yourlastname\_coverletter.doc  
Resume: yourfirstname\_yourlastname\_resume.doc  
Writing Sample: yourfirstname\_yourlastname\_writingsample.doc

Applications will be reviewed on a rolling basis. CFY is an Equal Opportunity Employer