Job Description

Position: Chief Strategy Officer

Program: Agency-wide

Reports to: Chief Executive Officer

Classification: Full Time/Exempt

Organization Overview:

Founded in 1983, the mission of Opportunities for a Better Tomorrow (OBT) is to help disadvantaged youth and adults recognize their own self-worth and advance towards self-sufficiency and financial security through job training, academic reinforcement, improved life skills, job placement, and support services. OBT provides services to over 5,000 individuals annually, operates four sites in Brooklyn, one in Queens and one in the Bronx, and has an annual budget of approximately $7.5 million and (90+) full-time employees.

OBT has received significant recognition for its achievements in youth workforce training. In 2013, Mayor Michael Bloomberg announced OBT’s selection as one of the NYC’s ten most innovative nonprofit organizations by the Center for Economic Opportunity. The New York Times has highlighted OBT’s success in enhancing the lives of disadvantaged youth in the following articles: A Word That Turned Her Life Around: “Mom” (2013); “Don’t Give Up (2012); Helping a Single Mother Find a Job (2010); Outfitting a Young Mother to Proudly Support Her Son (2009); and Imaginary Hors d’oeuvres, but Real Job Skills (2008). In 2013, OBT launched a strategic partnership with the YMCA of Greater NYC that led to the creation of the first Y Roads Center for disconnected youth in Jamaica, Queens and a second in the Bronx. For more information, visit OBT online at www.obtjobs.org.

Position Overview:

The Chief Strategy Officer (CSO) will serve as a critical member of the executive management team. In collaboration with the CEO, the CSO will articulate and implement a strategic vision for the agency that focuses on effective growth; oversee implementation of the strategic plan in close coordination with OBT’s strategic planning board committee, build new partnerships to grow and sustain the organization, manage special pilot projects, and serve in a high profile external role representing OBT’s CEO at key functions, to funders and the media.

The CSO will oversee a portfolio that includes: 1) strategic planning; 2) communications; 3) high-level partnerships; and 4) special projects. The CSO will maintain strong connections to OBT program departments to introduce new partnerships, transition special projects for longer term sustainability and
to meet the needs of key partners. The CSO will also serve as the primary staff liaison to the Junior Board and engage the Board of Directors frequently under the direction of the CEO.

**Responsibilities:**

In coordination with the Chief Executive Officer and executive team, the CSO will play a key role in the agency by focusing on OBT’s future development and directions. The CSO will:

- Work directly with the Strategic Planning Committee of OBT’s Board and OBT’s leadership to implement the recently adopted strategic plan with the following five components:
  - Increase OBT job pool, including larger anchor employer relationships.
  - Augment existing program model.
  - Explore options for growth.
  - Develop OBT board.
  - Build OBT infrastructure capacity.

- Oversee and grow OBT communications efforts including supervising OBT’s Communications Officer.

- Help the CEO develop relationships and partnerships in New York City and potential new regions.

- Expand OBT’s fundraising efforts in close partnership with OBT’s board and in line with OBT’s strategic plan.

- Oversee special pilot projects including coordinating partners and managing staff, working closely with OBT staff to set, track and achieve goals; and build and develop their skills. Coordinate with the Chief Program Officer on developing these new program ideas and pilot projects and on integrating successful pilots into the program department. Oversee OBT’s Manager of Curriculum Design and Teacher Development.

- Deploy resources efficiently and effectively toward organizational goals, working with staff to balance workload and effort, and provide regular feedback so that key staff can continuously improve their supervision and mentoring skills.

- Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goal, by clearly communicating agency vision, implementing yearly staff development plans and mentoring. Coordinate with the Chief Program Officer to identify and create leadership and professional development opportunities for OBT staff.

- Participate in the budget development process and maintain a high level of fiscal responsibility.

- Support fund development efforts through the promotion and execution of OBT’s year-end fundraising efforts, annual fundraising event, proposal writing and partnering with the CEO to steward funding relationships.
• Play an active role in strengthening and maintaining the management and governance culture and practices that reflects the organization’s core values: confidence, discipline, and professionalism.

• Act as lead staff liaison for OBT Junior Board to provide guidance and help strengthen their connection to the agency’s mission, services, and service constituents.

• Monitor emerging needs and interests among key stakeholders such as clients, government, philanthropy, and employers. Research best practices within the workforce and youth development fields.

• Represent OBT and OBT’s CEO, on relevant committees and task forces, as well as at speaking engagements, conference panels and trainings.

Qualifications:

• A minimum of eight years leadership experience in a nonprofit, for-profit, government, or philanthropy, working on growth, business development, strategy, planning or related issues.

• Demonstrated experience managing a high-performing team in a multi-tiered structure to include professional development and mentorship.

• Comprehensive working knowledge of organizational planning, organizational structure, budgeting, administrative operations, and fundraising.

• Demonstrated ability to analyze and compile complex data for planning purposes.

• Excellent communication skills, both written and oral, with the ability to represent the organization externally across a wide range of stakeholders and constituencies.

• Strong relationship builder with the ability find common ground, build consensus and strengthen collaboration among diverse stakeholders.

• Strong community awareness and astuteness.

• Ability to successfully navigate in a fast-paced, outcomes-driven and entrepreneurial environment.

• Demonstrated commitment to the values of diversity, inclusiveness and empowerment.

• Bachelor’s degree required; advanced degree in Business/Public Administration or a related field is strongly desired.

To Apply:

Please send a resume and thoughtful cover letter that includes how your skills and experience meet the qualifications of the position, as well as a salary history, both in Word format, to Randy Peers at OBTCSO@obtjobs.org. Applications will be reviewed on a rolling basis. OBT offers a highly competitive salary and benefits, commensurate with experience and skills. OBT is highly committed to diversity and a workplace environment that respects, appreciates and values employees from all backgrounds; candidates of color strongly encouraged to apply.