



Director, Finance & Administration

Lenox Hill Neighborhood House, widely recognized as one of New York's premier human services providers, is a 116-year-old settlement house that provides an extensive array of effective and integrated evidence-based programs--social, educational, legal, housing, health, mental health and fitness--which significantly improve the lives of 20,000 people in need each year, ages 3 to 103, on the East Side of Manhattan. Our constituents include older adults, homeless and formerly homeless adults, children and families, recent immigrants, disabled persons and thousands more. Our programs--staffed by social workers, educators, public interest lawyers, case managers, advocates and many others--include a nationally-recognized Early Childhood Center, RealArts After School Program and Summer Camp, Women's Mental Health Shelter, permanent supportive housing residence, homeless street outreach, two Senior Centers, transportation program for frail seniors, caregivers programs, two social adult day programs, case management program for frail seniors, Legal Advocacy Department, Visual and Performing Arts, Fitness & Aquatics, Adult Education and more. For more information on Lenox Hill Neighborhood House, please visit our website at www.lenoxhill.org or our page on Facebook.

We pride ourselves on our commitment to achieving an ongoing, organizational culture of excellence--programmatically, operationally and fiscally--and to becoming the best managed nonprofit in New York City. We are now seeking a **Director, Finance & Administration** to join us and help us continue our organizational vision and advancement. The Director, Finance & Administration will lead and oversee all financial operations of our organization with an operating budget of \$13 million, 160 staff members and more than 600 regular volunteers. The individual will report to the Executive Director and work closely with the Neighborhood House's senior management team and many colleagues throughout the Neighborhood House. This person will also work with many community partners, funders (both private and government) and outside stakeholders. Reporting to the Director, Finance & Administration will be the Controller, who leads a terrific eight-member fiscal team.

The Director, Finance & Administration's key responsibilities will include helping to articulate the overall financial situation of the Neighborhood House; making strategic recommendations for improved financial performance and practices (including internal financial controls and systems); managing our relationships with our independent auditors, bankers, investment advisor, outside legal counsel and insurance brokers/providers; ensuring the highest standards of ethics and corporate governance; managing a variety of administrative functions to assist us in reaching organizational excellence; and much, much more.

This is a key position at Lenox Hill Neighborhood House and we are looking for an emerging leader who is dedicated to providing the very best services to our clients and community. We are willing to talk with candidates whose careers are at an early point and who think they are ready to have a larger impact. The successful candidate will have a sophisticated financial background. Demonstrated ability to build effective teams and to work in a fast, complex nonprofit environment is key. S/he must be a charismatic professional with not only strong financial and administrative skills, but with top-notch communication and organizational skills. S/he must be adept in designing and implementing multiple projects and helping us to succeed in many areas. It is essential that this individual possess the style, stature and interpersonal skills to work effectively with many of diverse backgrounds to bring Lenox Hill Neighborhood House to its next level of excellence. The successful candidate will have a relevant advanced degree (e.g., MBA). A competitive compensation package will be provided to the successful candidate.

Please send cover letter and resume to:
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