About the Office:

The New York City Commission on Gender Equity is an advisory body that aims to help New York City agencies dismantle institutional barriers for women and girls, reduce gender-based inequity and build a safer, more inclusive and economically mobile city for women and girls.

About the Role:

As the Executive Officer of Commission on Gender Equity, the Executive Director staffs and supports the work of the Commissioners, who serve the City in an advisory capacity. The Commission on Gender Equity is under the oversight of the Office of the First Lady and the Executive Director reports to the First Lady and her Chief of Staff. The Executive Director holds a seat on the Advisory Council of the Mayor’s Fund. Responsibilities include, but are not limited to:

Leadership

- Develop a vision and strategic plan to guide the Commission on Gender Equity’s priorities with the direction of the Administration and the Office of the First Lady;
- Identify, assess, and inform the Commission and the First Lady’s Office on internal and external issues that affect women and girls in the areas of:
  - Economic Mobility
  - Health
  - Public Safety
  - Gender Lens of the Administration and its agencies
- Act as a professional advisor to the First Lady’s Office on all aspects of the Commission’s activities;
- Foster effective teamwork between the First Lady’s Office, its agency heads and CGE Commissioners;
- Direct Commission quarterly meetings to action plans that support priorities;
- Conduct official correspondence on behalf of the Commission as appropriate;
- Represent the Commission on Gender Equity at community activities and to enhance CGE’s profile.

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Commission;
- Ensure that the operation of the Commission meets the expectations of its Chair and Co-chairs
- Oversee the efficient and effective day-to-day operation;
- Research and recommend policies for the approval of the First Lady and prepare procedures to implement recommended policies; review existing policies on an annual basis and recommend changes as appropriate;
- Ensure that personnel, client, donor and volunteer files are securely stored and privacy/confidentiality is maintained;
• Provide support to the Commission by preparing meeting agenda and supporting materials based on requirements of its Executive Order.

*Program planning and management*

• Oversee the planning, implementation and evaluation of the commission’s agreed priorities, initiatives and programs;
• Ensure that the programs offered by the working groups reflect the priorities of the Administration and the First Lady;
• Represent the First Lady and the office of the Commission on Gender Equity as requested internally and externally;
• Oversee the planning, implementation, execution and evaluation of policies and legislative recommendation;
• Develop policy briefs and recommendations for senior Administration staff and principals;
• Design amplification events calendar and validator plans that amplifying wins and policy announcements.

*Human resources planning and management*

• Determine staffing requirements for organizational management and program delivery based on approved strategic plan and mission;
• Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff;
• Recruit, interview and select staff that have the right technical and personal abilities to help further the commission's mission.

*Financial planning and management*

• Implement, in collaboration with the Commission on Gender Equity (CGE), Mayor’s Office staff and city agencies, a strategy for achieving measurable progress towards gender equity in the City of New York;
• Educate policy makers, private sector employers and other opinion leaders on the importance of policies and strategies that develop economic, social and political gender equity;
• Support agencies and other Offices of the Mayor to develop gender equality goals and the institutional reforms, policies and initiatives to achieve them;
• Fundraise, in collaboration with the Mayor’s Fund for staffing and programmatic budgets to advance gender equality strategies;
• Work collaboratively with, support, and amplify the policy initiatives and public education of the Administration;
• Activate (for funding and programmatic purposes), as well as support, a diverse board to further the goals of CGE; and
• Develop alignment across the diverse women leaders within the Administration.
• Ensures that the commission complies with all legislation and administrative oversight covered in its Executive Order.
Community relations/advocacy

- Establish good working relationships and collaborative arrangements with community groups, funders, electeds, and other organizations to help achieve the goals of the Commission

Reporting Structure

- The Commission on Gender Equity is under the oversight of the Office of the First Lady;
- The Executive Director reports to the First Lady and her Chief of Staff;
- The Executive Director holds a seat on the Advisory Council of the Mayor’s Fund;
- As the Executive Officer of CGE, the Executive Director staffs and supports, the work of the Commissioners, who serve the City in an advisory capacity.

Qualifications:

- Bachelor’s degree, Master’s preferred, with seven (7) years of relevant work experience;
- Commitment to gender equality, credibility, and strong relationships with gender equality advocates and organizations;
- Track record in advancing gender equality and a demonstrated understanding of the inter-relationship between gender, racial and economic inequality;
- Strong interpersonal, collaborative and organizational skills;
- Excellent verbal, written and editing skills;
- Strong analytical skills and attention to detail;
- Leadership skills in fundraising and communications;
- Demonstrated leadership and management skills;
- Ability to work collaboratively with grassroots, private sector, elected and appointed leaders; and
- Ability to work across racial, ethnic, gender and sexual diversity.

Salary: Commensurate with experience.

To Apply: Please submit a resume, cover letter and three (3) references to Candidate Application

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers