



POSITION ANNOUNCEMENT: REGIONAL DIRECTOR, HORIZONS NEW YORK CITY
LOCATION: New York, NY

Horizons New York City seeks a Regional Director to lead the next phase of its regional growth. Horizons New York City (HNYC), a regional affiliate of [Horizons National](https://www.horizonsnational.org/), is expanding to create more opportunities for NYC students to gain the confidence, knowledge, and skills they need to build their own successful futures. At Horizons, we believe that all children deserve the chance to succeed, and the Regional Director will meet the growing demand for preventing summer learning loss and closing the opportunity gap in New York City by extending our reach to more students, families, and communities.

To learn more about Horizons New York City, please visit: <https://www.horizonsnewyorkcity.org/>

Horizons Overview

Horizons National advances educational equity by building long-term partnerships with students, families, communities, and schools to create experiences outside of school that inspire the joy of learning. Founded in 1964, Horizons is a growing network of 74 program sites in 19 states and the District of Columbia, offering high-quality, tuition-free academic enrichment programs to students from Kindergarten through 8th grade, and often into high school. Our signature 6-week summer learning program with year-round academic and social emotional supports anchors our strategy to close the opportunity gap and is recognized for excellence by the Campaign for Grade-Level Reading and the National Summer Learning Association. 100% of Horizons students qualify for free or reduced-price school lunch. Most students begin Horizons in Kindergarten and return to their Horizons program each summer, building a close learning community among Horizons students, families, and staff. Our project-based approach blends literacy, STEM, SEL, swimming, arts, cultural enrichment, and community-building in a joyful and supportive environment. Horizons' [proven](#) model helps our students achieve academically, with consistent summer gains in reading and math of approximately 3 months, as compared to the 2-3-month summer learning loss typically experienced by the children most impacted by the inequities built into our educational system.

Currently serving approximately 450 students with a goal of expanding to serve 1500 students by 2025, Horizons New York City is continuing to build upon the strong community of support in NYC within our four existing local affiliates: Horizons Brooklyn, Horizons at Exceed Charter School, Horizons at Riverdale Country School, and Horizons at St. David's School. We are committed to building new partnerships with all types of educational institutions – public, private, and charter schools, colleges, and universities – to launch thriving and sustainable community-based Horizons programs across New York City and provide more opportunities for students to learn, grow, and achieve their goals.

The Opportunity

This is an exciting leadership opportunity for a seasoned, dynamic nonprofit professional who is passionate about building the capacity of students, families, and communities and creating opportunities for students to develop the academic and social emotional skills that will enable them to thrive. The

full-time Regional Director will lead Horizons New York City's continued growth and success through effective partnerships with a variety of stakeholders, including Horizons NYC students and families, site directors and program staff, a regional board of directors, donors, host schools' administrative leadership, NYC Department of Education, community partners, and Horizons National. As the Regional Director works closely with Horizons National to cultivate and launch new Horizons programs across the city, they will be responsible for fundraising, marketing, reporting, building a regional staffing structure, and growing and supporting the regional board of directors to ensure the quality and impact of all Horizons programming in New York City.

Responsibilities:

Organizational Leadership

- Partner with the Horizons NYC Board to establish and meet short-term goals, set the future direction of the program, and ensure program success as guided by the HNYC strategic plan.
- Build strategic relationships with external partners (including schools and universities, community-based organizations, and NYC Department of Education).
- Nurture relationships with internal partners (including Horizons affiliate sites within New York City, site directors, program staff, and Horizons National).
- Supervise part-time Horizons NYC Program Assistant as well as regional site directors and program directors for sites under the Horizons NYC 501(c)(3).
- Represent Horizons NYC at relevant conferences and events, including the annual Horizons National Conference.
- Create an organizational culture that balances a results orientation with fun and vibrancy, cultivating a positive and collaborative community among members of a remote team.

Finance & Development

- Develop and implement a strong and sustainable fundraising strategy that will broaden financial support and create a thriving future for HNYC, with support and consultation from the board.
- Identify and solicit new and diverse funding sources, including government grants; build and maintain strong relationships with institutional and corporate funders, as well as individual donors; and prepare grant requests and all program and financial reporting.
- Create and manage an annual budget of approximately \$1.5 million and collaborate with accountant on annual organization audit process.
- Plan and oversee special fundraising and partner cultivation events in collaboration with the board, including an annual Horizons Gala and Horizons Giving Day.
- Maintain financial systems for HNYC, including payroll, budgeting, and forecasting, in partnership with the Board Treasurer, accountant, and bookkeeper.

Program Administration and Outreach

- Work with Horizons National to identify additional institutional partners for new Horizons NYC programs and pilots.
- Oversee hiring of site directors for all Horizons NYC affiliates and support their successful and effective implementation of programming, including:
 - Strong student and staff recruitment and retention
 - Horizons National standards attainment and state licensing compliance
 - Cross-site programmatic collaboration as appropriate
- Execute formal agreements and serve as a liaison between Horizons National New York City, program host institutions, and Horizons National.

- Advocate for Horizons and the students, families, and communities it serves by educating the broader community on issues impacting local youth.
- Manage and oversee the Horizons Brooklyn program, housed under the Horizons NYC umbrella.
- Coordinate all public relations and communications activities including media relations and community outreach, to further the mission and reach of Horizons NYC.

Qualifications:

- A strong commitment to educational equity and partnership building, and a passionate belief in the value of education as an essential tool to help students reach their full potential.
- At least five years of nonprofit leadership experience with responsibility for fundraising, programs, finance, operations, and board management.
- Knowledge of New York City, its educational and political climate, and its philanthropic landscape.
- Demonstrated success with all aspects of fundraising, including grant writing, donor cultivation, and event planning.
- Experience leading strategic planning, organizational development, and performance management processes.
- Working knowledge of QuickBooks, Mailchimp, Google Drive, and Microsoft Office Suite; experience with Salesforce and Gusto also helpful but not required.
- Experience with financial management, including managing annual budget and cash flow, yearly audit process, and tracking of organizational receipts and financial documents.
- Experience leading and inspiring a growing and highly effective team.
- Excellent relationship-building skills and a collaborative orientation that leads to sustainable and mutually beneficial partnerships.
- Exceptional ability to communicate verbally and in writing with diverse stakeholders.
- Bachelor's degree or equivalent training and experience required; advanced degree preferred.

Compensation and Benefits:

The salary range for this full-time position is \$130,000-\$150,000, commensurate with experience, plus benefits. The Regional Director can work remotely from within New York City or from an NYC office location. During the summer months, significant on-site work at Horizons NYC sites is required. Some night/weekend work and local travel is to be expected throughout the year, as well. Horizons New York City is a 501(c)(3) organization and an affiliate of the Horizons National network.

To Apply:

[Interested candidates should submit an employment application via this link.](#) Please submit a thoughtful cover letter and a resume outlining how your skills and experience meet the qualifications of this position. Applications will be reviewed on a rolling basis. We hope to begin the onboarding process in November or early December 2022.

Horizons New York City is an Equal Opportunity employer. Employment opportunities at Horizons New York City are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race; color; religion; sexual orientation or transgender status; gender identity or expression; pregnancy or related medical conditions; workplace hazards to reproductive systems; national origin and ancestry; age; veteran status; current physical or mental disability or history of; intellectual or learning disability; genetic information; homelessness status; sexual harassment; marital or civil union status; lawful activity outside of the workplace such as tobacco use; or any other characteristic protected by law.