



Advocates for Children of New York  
Protecting every child's right to learn

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Executive Search

## ADVOCATES FOR CHILDREN OF NEW YORK

### CHIEF OPERATING OFFICER

<https://advocatesforchildren.org/>

#### **The Organization:**

Advocates For Children (AFC) is a dynamic social justice organization that strives to ensure a high-quality education for New York students who face barriers to academic success, focusing on students from low-income backgrounds.

AFC works on behalf of children and youth who are at greatest risk of academic failure due to poverty, race, ethnicity, disability, homelessness, immigration status/limited English proficiency, or involvement in the child welfare or juvenile/criminal legal systems. We use uniquely integrated strategies to advance systemic reform, empower families and communities, and advocate for the educational rights of individual students.

#### **The Role**

- Location:** New York, NY  
(Currently, this role is expected to work at least 3 days a week in the office and may work remotely on the remaining days)
- Reports to:** Executive Director
- Team:** Supervises the Operations team, including the Director of HR & Finance, Manager for Administration & Technology, and two Administrative Assistants
- Key Partners:** Deputy Director, Director of Equity & Impact, Director of Development, outsourced Chief Financial Officer
- Overview:** AFC has created the new position of Chief Operating Officer (COO) to serve on the organization's Executive Team, and manage and integrate operations across this growing organization of more than 50 staff. We seek a hands-on, creative, flexible leader who is excited to roll-up their sleeves and work collaboratively within and across teams to develop infrastructure that furthers the organization's mission, operationalizes organizational values and culture, and furthers a commitment to diversity, equity and inclusion. The successful candidate must be adept at both developing plans and policies, and at implementing them.



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**Key Responsibilities:**

- Responsible for setting, articulating, and implementing effective operational strategies with cross-organizational alignment and overseeing the day-to-day running of the organization, including finance, office operations and administration, human resources, recruiting, talent development, technology, and project evaluation.
- Supports Executive Director with respect to organizational oversight and direction.
- Establishes infrastructure needed to achieve organizational objectives.
- Drafts, implements, and updates organizational policies and protocols across areas of responsibility.
- Sets annual and longer-term goals for areas of responsibility, leads work towards accomplishing those goals, monitors progress, and provides reports as needed.
- Oversees relationships with outsourced finance and IT vendors.
- Ensures compliance with laws and regulations governing the conduct of the organization as a corporate entity and an employer, including audits and tax filings.
- Leads annual budgeting process in close collaboration with the outsourced CFO, Executive Director, Director of HR & Finance, and Executive Team, and ensures budgets are aligned to the organization's strategic plan, values, and priorities.
- Works with outsourced CFO to revise and implement multi-year budgeting process.
- Works with the Director of HR & Finance and, where appropriate, the Executive Director and/or Deputy Director to address issues related to human resources; helps respond to staff needs related to performance management, dispute resolution and investigations, and accommodations.
- Oversees facilities and equipment, including relationship with building management and any negotiations with landlord, as well as any re-design or construction in the offices.
- Oversees appropriate selection, implementation, and updating of technology solutions including hardware, software, website hosting, network services, and training, as well as internal policies and protocols for using technology to streamline and enhance internal operations.
- Participates in meetings of the Board of Directors, including development of strategic plans and discussion of implementation and outcomes, and the Board's Finance & Audit Committee.
- Oversees project evaluation across the organization – focusing initially on working with AFC's data committee to implement and revise systems and protocols for data collection, entry, and reporting – and leads collaborative development of processes to ensure AFC collects and uses data to continue to improve its outcomes and advance education equity for NYC students. Supports data committee in engaging and overseeing Salesforce consultants as needed.

**The Person:**

- Understanding of and passion for AFC's mission.
- 8+ years of managerial experience overseeing a team or department, preferably in a nonprofit organization, with the background and ability to lead work including finance, operations, IT, and HR.
- Experience with organizations like AFC (e.g., nonprofits of similar size that provide services to low-income communities, legal organizations, education advocacy organizations) a plus.



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- Desire to learn, both as an individual and as part of an organization, and apply diversity, equity, inclusion, and anti-racism principles.
- Demonstrated ability to effectively engage across teams to incorporate diverse perspectives and design and implement systems that lead to successful outcomes.
- Must have a track record of successful project or systems design and management.
- Demonstrated capacity to manage multiple internal workstreams simultaneously.
- Excellent written and verbal communication skills.
- Exceptional interpersonal and “people management” skills and a talent for teamwork and team building.
- Strong strategic thinking.
- Outstanding analytical and problem-solving skills. Must have the skills to identify and implement solutions that have impact.
- Experience with program evaluation.
- Comfort and experience with data and technology and with overseeing projects that involve databases or other technology. Knowledge of Salesforce a plus.
- Exceptional judgment, professionalism, and discretion in handling confidential and sensitive information and situations.
- Excellent organizational skills, attention to detail, flexibility, dependability.
- Basic proficiency in Word, Excel, and PowerPoint required.

**Education:**

- Bachelor's degree required; advanced degree in law, nonprofit management, or other field related to the job a plus.

**Compensation:**

- This is a full-time position, with a salary in the range of \$160,000 - \$190,000, depending on experience, and includes a comprehensive benefits package.

**Benefits:**

- AFC's current compensation package includes medical and dental insurance, with a plan option that covers full payment of medical plan premiums for staff and their qualified dependents.
- AFC has generous time-off policies that include 10 federal holidays, office closure between Christmas and New Year's Day, and 15 vacation days and 15 paid time off days in the first year of employment.
- AFC also offers a 403(b) plan with a fully vested employer match and coverage of the premium cost of life insurance and long-term disability insurance.

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AFC is an affirmative action employer that actively seeks to recruit and retain a diverse staff and especially encourages applications from people of color, persons with disabilities, parents of persons with disabilities, persons of diverse sexual orientations, gender identities or gender expressions and persons of diverse socioeconomic backgrounds.

AFC is committed to providing access, equal opportunity, and reasonable accommodation when requested by a qualified applicant or employee with a disability or other protected characteristic. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process.

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To be considered for this opportunity, please e-mail a resume and cover letter to:

**Tory Clarke**  
Partner, Bridge Partners  
[tory.clarke@bridgepartnersllc.com](mailto:tory.clarke@bridgepartnersllc.com)

**Neeta Mehta**  
Partner, Bridge Partners  
[neeta.mehta@bridgepartnersllc.com](mailto:neeta.mehta@bridgepartnersllc.com)

**Candidates should highlight why they are interested in this role at AFC and how their experience aligns with the Chief Operating Officer position, including any personal or professional experience that demonstrates your connection to the populations that AFC serves.**

*Candidates will be considered on a rolling basis,  
so we urge your prompt consideration of this impactful leadership role.*