



The Worker Justice Center of New York (WJCNY) seeks a visionary, passionate, and principled Executive Director committed to advancing the rights of farmworkers and other low-wage workers in New York State.

About WJCNY

Established in 1981, WJCNY (formerly Farmworker Legal Services of New York) is the region's preeminent unrestricted legal services and advocacy organization dedicated to workers' rights. WJCNY's mission is to pursue justice for those denied human rights with a focus on agricultural and other low-wage workers, through legal representation, community empowerment, and advocacy for institutional change. WJCNY engages in extensive outreach and "Know Your Rights" programming, reaching several thousand workers each year. Our services include legal assistance and representation on matters of wage theft, discrimination, sexual harassment, workplace health and safety, collective bargaining protections, human trafficking, and domestic violence. In addition, WJCNY has a small but growing immigration practice. WJCNY's local, statewide, and national advocacy efforts aim to strengthen worker protections and support the rights of immigrants. WJCNY is dedicated to working in partnership to build the power of farmworkers and other low-wage workers to create lasting systemic change.

Opportunity

WJCNY's new Executive Director will have the opportunity to guide the organization's strategic development in the context of significant recent growth. Since 2014, WJCNY's budget has more than doubled, with a proportionate growth in personnel. In partnership with WJCNY's Board and management team, the Executive Director is responsible for maintaining alignment with the organization's mission, ensuring long-term financial sustainability, leading fundraising efforts, and overseeing all organizational and programmatic operations.

The Worker Justice Center of New York has two office locations, in Rochester and in Kingston, NY. The Executive Director may be based in either office; however, the

position requires frequent travel within New York State to maintain an active presence in both locations and to cultivate statewide partnerships.

General Responsibilities

Organizational Leadership & External Community Building

- Direct the overall vision of the organization and provide strategic leadership for financial sustainability.
- In partnership with staff and Board, lead strategic planning in alignment with WJCN's mission.
- Maintain an active and visible presence in the community by working closely with other professional, civic, and private organizations.
- Supervise WJCN's management team, working closely with them to ensure effective programming and organizational operations. Communicate effectively with WJCN's Board of Directors and support the Board in successfully fulfilling its roles and meeting its goals, especially fundraising and promoting overall organizational visibility.
- Recruit new Board members in compliance with WJCN's bylaws.
- Oversee WJCN's external marketing and communications with the organization's constituents, the media, and the general public, in conjunction with the Director of Advocacy and Communications.
- Elevate the voices of WJCN staff and cultivate their ability to assume positions of external leadership.
- Maintain a positive and collaborative working environment for all staff and take proactive measures to support morale.
- In conjunction with the senior management team, establish employment and administrative policies and procedures for all functions and for daily operations.
- Perform other duties as assigned by the Board of Directors.

Fundraising and Financial Sustainability

- Develop resources sufficient to ensure the financial health of the organization. Lead the organization's fundraising efforts, with a focus on diverse funding streams including private foundation support, government grants, and individual donors.
- Ensure the organization's fiscal integrity, including submission to the Board of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
- Provide fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position.

- Plan and oversee annual budget administration in conjunction with the Director of Operations and Finance. Review and approve contracts for services.

Professional Qualifications

- Five or more years senior nonprofit management experience.
- Attorneys or others with legal experience are welcome to apply but a JD is not required.
- Demonstrated commitment to social justice for the communities we serve.
- A strong understanding of the core issues relevant to WJCNY's mission.
- Transparent and high integrity leadership.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, leading, organizing, delegating, developing, systematizing, facilitating and controlling programs and tasks.
- Strong public speaking, written and oral communication skills.
- Ability to convey a vision of WJCNY's strategic future to staff, Board, volunteers, and donors.
- Knowledge of fundraising strategies, donor relations, and grants administration unique to nonprofit sector.
- Skills to collaborate with and motivate Board members and other volunteers.
- Ability to interface with and engage diverse volunteer and donor groups.
- Demonstrated ability to oversee and collaborate with staff.

Compensation

WJCNY offers a generous comprehensive benefits package, including health and dental insurance, paid sick and vacation time, and retirement savings contributions.

Competitive salary is commensurate with experience.

To Apply

WJCNY is an equal opportunity employer and especially encourages women, people of color, persons with disabilities, and LGBTQI individuals to apply. Please submit a cover letter and resume to Michael Bersani at bersani@michaels-smolak.com