

**Job Title:** Chief of Staff

**Reports To:** Executive Director

**Location:** Lower East Side, NY

**Hours:** Monday - Friday/35 hours per week, Hybrid work option, with two days per week remote

### **Our Mission:**

Nazareth Housing is a community-based organization committed to the promotion of housing stability and economic mobility among vulnerable families and individuals of New York City, through the provision of homelessness prevention services, emergency family shelter, supportive housing, and immediate needs assistance.

### **About the Role:**

As the Chief of Staff at Nazareth Housing, you'll partner directly with the Executive Director to help further our organization's strategic, programmatic and administrative growth. This is more than just a job; it's an opportunity to be a part of a dedicated team working toward a common goal in a friendly and collaborative environment. In this role you'll have the opportunity to shape the future of our organization and, more importantly, the communities we serve.

### **Key Responsibilities:**

#### **Strategic Partnerships:**

- Work hand-in-hand with our Executive Director and Chief Program Officer on all issues related to strategic planning, program expansion and overall organization growth and strategy.
- Partner with the Executive Director to manage vendors, coordinate with multiple stakeholders, and oversee program facilitation.
- Manage and maximize use of our external vendors across HR, IT and facilities.
- Collaborate with the Executive Director and the Director of Institutional Relations to manage engagement with government agencies, foundations, board of directors and other institutional stakeholders.
- Strengthen volunteer engagement, cultivating meaningful volunteer connections, actively recruiting new volunteers, nurturing existing partnerships, and collaborating with program directors to pinpoint impactful projects.

#### **Innovative Initiatives:**

- Coordinate and facilitate the launch of new and existing program initiatives, working with multiple stakeholders on a timeline.
- Together with the Executive Director and Chief Program Officer, develop and implement performance management models to evaluate both staff and program effectiveness across the organization.

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[nazarethhousingnyc.org](http://nazarethhousingnyc.org)

- Responsible for assessing internal operations and processes and providing recommendations for potential efficiencies and process improvement.

**Qualifications:**

- Strong leadership and innovative problem solving, decision making, conflict resolution and motivational skills.
- Superior analytical, communication (written and verbal) and project management skills.
- Ability to take initiative, set priorities and multi-task in a work environment where deliverables and deadlines may change quickly due to agency or community needs.
- Ability to work collaboratively within an organization.
- Previous experience at organizations with resource limitations and a proven track record of maximizing existing resources while optimizing for efficiency and impact.
- Ability to lead with both heart and mind, to be a compassionate, inclusive results oriented leader.
- Demonstrated commitment to serving vulnerable and marginalized communities.
- Bachelor's degree required; Master's degree in Public Administration or related discipline preferred.
- 4-5 years of relevant professional experience in senior level strategic roles

Please note that even if you do not meet all of the qualifications above, we encourage you to apply.

**Salary:** \$85,000 - \$105,000

**Benefits:** Generous benefits include:

- Paid vacation, personal days and sick leave
- Health insurance commences upon employment
- 401k plan
- Flexible savings account
- Employee wellness initiatives

**How To Apply:**

Please submit your cover letter and resume to [jobs@nazarethhousingnyc.org](mailto:jobs@nazarethhousingnyc.org)

*Nazareth Housing is committed to building a diverse and inclusive community. We support a broadly diverse team who will contribute to our organization. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.*