

EXECUTIVE DIRECTOR OF GRACIE MANSION

Under executive direction, with broad latitude for independent action and decision making, the Executive Director of Gracie Mansion will manage the day-to-day operations of Gracie Mansion, which includes use for special events and programs. Under the direction of the Mayor's Chief of Staff, The Executive Director of Gracie Mansion staffs and ensures functional and efficient support.

Direct Coordination with agency and client budget along with capital projects. Procurement management and billing oversight. Ensures Gracie mansion is properly staffed and supported to accommodate special events and general-public tours. Trains and supervises staff to include volunteers and mayoral office units charged with hosting events. Provides oversight direction to the Deputy Executive Director charged with ensuring meal preparation, wait service, housekeeping and grounds maintenance Provides overall guidance, policies and procedures to implement; review existing policies on an annual basis and recommend changes as appropriate. Oversees the planning, implementation and evaluation of Gracie Mansion priorities, initiatives and programs.