

EXECUTIVE DIRECTOR OF PUBLIC AND PRIVATE PARTNERSHIPS (ACS)

Duties and Responsibilities

This is a management class position.

Under executive direction, the Executive Director of Public and Private Partnerships, with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility to develop and strengthen new and existing partnerships and to strategically leverage federal and private dollars to serve New York City's youth, families, and communities and identify and execute private funding recommendations designed to advance the agency's priorities related to improving and reforming child welfare, child care and juvenile justice services. Performs related work.

Examples of Typical Tasks

Manage the Office of Public-Private Partnerships and report directly to the First Deputy Commissioner and work closely with the Commissioner of Children's Services.

Identify and execute private funding recommendations designed to advance the agency's priorities.

Steward relationships with potential funders and serve as Children's Services primary liaison with the philanthropic community.

Guide the development and implementation of a comprehensive two-year development plan that aligns with and supports the agency's overall strategic plan.

Identify, develop, and strengthen partnerships with key leaders in business, government, nonprofit and philanthropic sectors.

Develop systems to ensure a transparent, coordinated, and collaborative approach to the cultivation, solicitation, and stewardship of partnerships.

Strategize with senior leadership to identify areas where private funding could advance the work of the agency; leverage the expertise and relationships of the senior leadership to build stronger ties with philanthropic and government funders.

EXECUTIVE DIRECTOR OF PUBLIC AND PRIVATE PARTNERSHIPS (ACS)

(continued)

Examples of Typical Tasks (continued)

Collaborate with the Office of Communications and Intergovernmental Affairs on funding opportunities from government sources, as well as to ensure consistent messaging on agency priorities.

Work closely with New Yorkers for Children (NYFC), Children's Services' non-profit partner, to ensure the coordination of development activities and to collaborate on innovative programming to support youth in the child welfare system.

Articulate ACS' mission and priorities to a broad range of people, both individuals and large groups.

Work collaboratively with ACS senior leadership to plan and implement proposal production schedules, ensure that all submission deadlines are met, and all opportunities are pursued.

Oversee the development and writing of grant proposals, reports and correspondence, with input and assistance from program areas.

Oversee and manage grant reporting requirements, processing of consultant agreements and payment requests, tracking of performance and spending targets.

Support other inter and intra agency collaboration and community collaboration.

Qualification Requirements

1. Bachelor's degree from an accredited college and 4 years of satisfactory experience of a nature to qualify for the duties and responsibilities of the position, at least 18 months of which must have been in an administrative, managerial, consultative or executive capacity or supervising personnel performing activities related to the duties of the position; or

EXECUTIVE DIRECTOR OF PUBLIC AND PRIVATE PARTNERSHIPS (ACS)

(continued)

Qualification Requirements (continued)

2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of executive, managerial, consultative, administrative, or supervisory experience described in "1" above.

Direct Lines of Promotion

None. This class of positions is in the Non-Competitive Class.