

BloomAgainBklyn Executive Director

Reporting to the Founder, the Executive Director will be responsible for overall management of BloomAgainBklyn's staff, programs, and execution of its mission and work closely with the Founder, Treasurer and Board of Directors on the strategic direction, sustainability, and growth of the organization. The Executive Director will play a central role in scaling the organization to a level expected to be 2-3 times its current size in 3-5 years.

Job Responsibilities

- Supervise the planning, organization, and execution of programs and events.
- Manage staff and collaborate on scheduling, operational capacity, flower supply, and distribution decisions.
- Lead events, communications, and strategic initiatives to raise awareness, understanding, and visibility of BloomAgainBklyn's mission and impact and help attract new opportunities and funding sources.
- Advise on fundraising strategy, engage in fundraising efforts, and help achieve fundraising and other goals as determined by the Founder and Board.
- Maintain and enhance relationships with community and corporate partners, flower sources, donors, volunteers, and other stakeholders.
- Coordinate with Founder on approval of new partners and assist with onboarding process and/or prioritization as needed.
- Provide updates on the organization's programs, activities, and impact to the Board.
- Work with the Board and committees to assess and address issues affecting the organization.
- Responsible for the annual budgeting process and ongoing management of expenses.
- Point person for website and other inquiries that fall outside of existing staff responsibilities or otherwise require special attention.

Experience and Qualifications

- 5 or more years of non-profit management experience
- Marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders
- Strong written, oral communication and public speaking skills
- Enthusiastic and flexible in a dynamic environment with operational complexity
- Strong organizational skills and ability to multi-task
- Self-starter with a high degree of energy and initiative
- Ability to work effectively in collaboration with diverse groups of people
- Team player who enjoys being a public face of the organization

Job Details

Part-time 28-30 hours per week

Compensation - exempt with salary range of \$70,000-\$75,000

Mix of remote and NYC onsite locations as needed

2 weeks paid vacation

To apply, please send your resume to caroline@bloomagainbklyn.org and include a cover letter or use the body of your email to tell us about your interest in the role. We encourage all interested candidates to apply, even if you are uncertain if you meet every qualification listed. Your cover letter is your opportunity to tell us how your experience and passion led you to apply for this position.

Applications will be reviewed on a rolling basis until August 1, 2023. Applications submitted after this day may still be considered depending on the status of our process at that time.

BloomAgainBklyn is an Equal Opportunity Employer.