About Nontraditional Employment for Women (NEW)

Founded in 1978, Nontraditional Employment for Women (NEW) prepares, trains, and places women in careers in the skilled construction, utility, and maintenance trades, helping women achieve economic independence and a secure future for themselves and their families. At the same time, NEW provides a pipeline of qualified workers to the industries that build, move, power, green, and maintain New York. To do this, NEW provides hands-on skills training, job readiness classes, and social services to its students and graduates. NEW also offers a range of services to unions and employers, including recruiting and screening qualified candidates and providing technical assistance to apprenticeship programs on the recruitment and retention of women in construction and related industries.

NEW helps women achieve economic independence, with a focus on women in underserved communities as well as individuals with underrepresented backgrounds including low-income girls, women, transgender, and non-binary individuals entering the building and construction trades in the New York City metropolitan area. In the last ten years alone, NEW has placed women in over 3,500 industry careers. NEW graduates are working as carpenters, electricians, ironworkers, laborers, plumbers, and operating engineers.

NEW’s headquarters are located in the Chelsea neighborhood of Manhattan, in a historically-landmarked building leased by NEW from the City of New York that is fitted with a training shop and classrooms. The staff has approximately 20 people, several of whom have been with NEW for more than ten years. The organization has an operating budget of about $4 million and is supported by an active Board of Directors.

About the Opportunity

Building on its 44 years of experience, NEW is looking to the future for stronger internal systems and functions that can support the organization’s growth and continued impact. The Vice President, Finance and Operations (VPFO) will have the opportunity to serve as a key senior leader in an anchor institution within the workforce development space. With oversight of all financial and administrative activities, human resources management, information technology and office services, the VPFO will have broad reach throughout the organization.

To meet the needs of this role, NEW is seeking someone who can bring a track record of experience developing and implementing financial systems and leading operations in small to
mid-sized nonprofit organizations and who is prepared to identify and solve problems as they arise. Leading candidates will be skilled at communicating complex information across a range of audiences and will be excited to serve as a partner to staff and Board.

The VPFO will report directly to the President and will directly manage the Finance Manager. Relationships with external partners, including consultants to support HR and IT, will add to the capacity of the Finance and Operations team.

Areas of Leadership
The VPFO will be responsible for overseeing all financial, human resources, technology, operations, and facilities matters. The VPFO will work with the President, the Board committees, and staff, bringing a supportive and direct manner that moves the organization forward in thinking and planning.

Commitment to NEW's Mission
Contribute to an entrepreneurial, mission-driven environment with a desire to support developing leaders and learners. Serve with commitment to an inclusive and supportive work environment, with particular attention to the experience of Black and Brown individuals, people from low-income backgrounds, heads of households, and transgender and nonbinary people.

Key Qualifications: Demonstrated experience working within a diverse environment and contributing to a culture of development and growth. Interest in the work of NEW and workforce development.

Financial Management, Budgeting, and Reporting
Apply a data-driven lens to develop and lead NEW's fiscal strategy, including management and allocation of resources to support a sustainable and scalable business model. Oversee development of short- and long-term financial strategy in collaboration with staff across departments and at all levels, including the design of budgets, analyses, forecasts, and presentations to inform and drive decisions by NEW's staff and Board leadership. Manage the fiscal team and oversee management of financial transactions. Establish and enhance systems for analysis, tracking, reporting and forecasting of financial metrics. Ensure legal and regulatory compliance as well as internal controls and financial procedures.

Key Qualifications: Experience leading finance strategy and financial operations for a small to mid-sized nonprofit, including finance, accounting, budget, control, audit, and reporting functions along with ability to translate a strategic plan into a financial model. Capacity to develop and implement sustainable systems, ideally with experience shifting an organization to Salesforce as a data management system.

Operations, Facilities, Information Technology, and Human Resources
Bridge departmental operations to optimize processes and systems for greater efficiency. Manage relationships with external vendors, including payroll vendor, audit consultant, IT, and human
resources consultant. Oversee risk management and legal activities including letters of agreement, contracts, leases, other legal documents and agreements, and Covid (and other emergency) response processes. Manage information technology to ensure effective infrastructure and delivery of services. Manage facilities: one building in Manhattan and one space in Brooklyn.

**Key Qualifications:** Track record of functional leadership in operations, administration, and/or facilities. Experience managing vendor relationships across various functional areas. Understanding of operational needs, risk mitigation, and physical plant management from senior-level.

**Executive Leadership and Management**

Bring strategic lens to executive team, linking day-to-day details and planning with organizational strategic plan and opportunities that arise. Foresee problems and take ownership to implement solutions to support the strength of the organization. Communicate concisely and clearly with staff at all levels and with Board Committees, particularly Board Treasurer. Provide consistent and inclusive leadership through the implementation of changing systems.

**Key Qualifications:** Outstanding communication skills with experience working in collaboration with a diverse group of colleagues toward a shared goal. Comfort with making and communicating decisions. Experience leading system changes with ability to identify potential barriers. Ability to maintain big picture lens with attention to details.

**Salary, Location, Benefits, and Covid Vaccination Expectations**

The salary range for this role is $140,000 to $160,000, based on experience. This is a full-time, exempt role, based in New York City. Full benefits package is provided. Based on current organizational policy, this hybrid position will have the option to work remotely on a regular basis, with two days in the Manhattan office per week and three days remote per week.

All staff are required to provide proof of Covid vaccination. Reasonable accommodations may be granted on a case-by-case basis for religious reasons and for documented medical reasons.

**To Apply**

This search is being managed by Axis Talent Partners, a boutique search firm that partners with social impact organizations. Interested candidates should submit an application, including a resume detailing their qualifications for the position and their interest in NEW’s mission to: [https://axistalentpartners.applytojob.com/apply/RtuS9qWND1/Vice-President-Finance-And-Operations-Nontraditional-Employment-For-Women](https://axistalentpartners.applytojob.com/apply/RtuS9qWND1/Vice-President-Finance-And-Operations-Nontraditional-Employment-For-Women)

Nontraditional Employment for Women (NEW) is an Equal Opportunity/Affirmative Action employer. All qualified candidates will receive consideration for employment without regard to disability, protected veteran status, race, color, religious creed, national origin, citizenship, marital status, sex, sexual orientation/gender identity, age, or genetic information. NEW encourages and
welcomes applications from all qualified individuals, including women, Brown and Black individuals, persons with disabilities, and members of the LGBTQ+ community.