



Center for Anti-Violence Education (CAE) is an equal opportunity employer and we strongly encourage BIPOC women (cis and trans) and people who are GNC (gender nonconforming) and LGBTQ+ to apply.

Role: Executive Director

Website: <https://www.caeny.org/>

Start date: Approx. September 1, 2023

Location: Downtown Brooklyn, NY. The successful candidate will need to live in the NYC area.

The Executive Director works in person on average three days a week, with remote options available for the remainder.

Compensation: Starting salary is \$130,000 with generous PTO, medical benefits, and 403(b) with match.

To apply: Inquiries, nominations, and applications should be directed in confidence to Lorna Jane Norris of [LJN Advisory](mailto:LJN@lornajanenorris.com). Send a resume and letter of interest to LJN@lornajanenorris.com.

Please include a response to the following question in the letter: *How has your professional and lived experience prepared you to lead this organization at this moment in time?*

The review of applications will begin immediately and continue until the position is filled. All applicants will receive a personal acknowledgement of their application.

About CAE

Our Mission: CAE works to prevent, disrupt, and heal from hate violence in our communities through educational programs that center the experiences of the most marginalized people among us.

Our Vision: CAE envisions the world we want to live in as an ever-expanding community of Upstanders actively working to uphold the humanity and well-being of the collective, especially the most vulnerable among us.

Our Values: Our work internally and externally is guided by core values of Accountability, Inclusivity, Staff Sustainability, Anti-Oppression, and Transformative and Restorative Justice.

Who are we? CAE teaches empowerment self-defense to those most at risk of violence and Upstander tools to anyone seeking to move from being a bystander to violence to an active and intentional disruptor. We are an intersectional feminist organization, prioritizing our services with girls and women (cis and trans) and people who are transgender, GNC, LGBTQ+, and those at increased risk from racism and xenophobia. We have been doing this work to actively build the world we want to live in since our founding in 1974.

Through partnerships with Community-Based Organizations (CBOs), schools, public institutions, workplaces, companies, and more, we serve over 3,000 people each year across the five boroughs of New York City. We have a board of 12 members and employ 10 full-time staff, a pool of five per diem instructors, and consultants and contractors to support operations.

About the opportunity

CAE is seeking a brave, savvy, and forward-thinking leader to inspire the organization's evolution over the next 5–10 years. Our work is in significant demand throughout the five boroughs, and the pandemic has extended our reach nationally. We are poised for the next significant period of growth, and the groundwork has been laid to increase resources to more fully roll out our recently adopted three-year strategic plan.

CAE's legacy is vital to our approach, and we work in the wake of both hyper-visible and subtle racial and xenophobic violence, attacks on LGBTQ+ and TGNC communities, and with a new hybrid virtual/IRL (in real life) modality. The incoming Executive Director will be the fourth in CAE's powerful history—celebrating a 50-year anniversary in 2024. This ED will inherit a team of deeply committed, invested, and knowledgeable staff and an enthusiastic board.

Over the last six years, CAE's budget has grown by 35%; the number of full-time, permanent staff has expanded; the operational infrastructure is strong; and there is deep programmatic expertise across the team.

Over the next three years, organizational priorities are to:

- Increase the number of youth trained as leaders to break cycles of violence.
- Build opportunities for adults most at risk of violence to regularly practice and build their strength together.
- Activate community members to serve as Upstanders and change agents.
- Expand our "in the workplace" anti-violence initiatives.
- Strengthen capacity to innovate and respond rapidly to crises as they emerge.

About the responsibilities

The organization welcomes a leader who brings skill, heart, vision, and resourcefulness to these areas of responsibility:

Organizational Leadership

- Promote infrastructure growth and strengthening through the strategic growth of staff
- Oversee the continued development of operational systems and practices to support the effective and efficient running of the organization and execution of programs
- Manage financial operations in partnership with the Board Treasurer and bookkeeper
- Partner with the Board of Directors and Board committees to strengthen and support CAE in its work

Resource Development

- Grow and expand revenue in four key areas: individual donors, foundations, corporate fee-for-service workplace training, and sponsorships and events
- Ensure maintenance of government funding through oversight of contract management and communications with local leaders

Communications

- Identify and promote opportunities for CAE's thought leadership around the organization's core issues through speaking engagements, publications, strategic deployment of social media, and engagement of traditional media; determine when and how CAE's stories should be elevated
- Develop and maintain strong relationships with CAE program partners, institutional partners, and external stakeholders
- Represent CAE at relevant meetings, events, and conferences, including governmental initiatives, roundtables, and committees

Program Direction and Impact

- Provide high-level expertise around program direction and vision, and assess and evaluate program impact
- Support the Director of Programs in developing new programs and partnerships that are responsive to community needs and aligned with CAE's mission
- Ensure that CAE has a robust action strategy and programmatic responses following state and local policy changes and events affecting our communities



About the ideal candidate

Prior Experience and Qualifications

- Experience holding *positions of increasing responsibility and leadership* in nonprofit organizations in a complex and diverse major metropolitan area, ideally in New York City
- Exceptional *verbal and written communication skills*, with a demonstrated ability to translate complex issues into accessible and inspiring content for a range of stakeholders, and for fundraising and resource generation purposes
- Adept in *managing the competing priorities* and limited resources of a \$1 million organization
- Ability to *mobilize a cross-section of stakeholders* towards a common purpose for planning and implementation of strategic goals and priorities
- Experience *engaging and partnering* a Board of Directors
- A bachelor's degree or equivalent credentials and/or experience is required. Advanced and continuing education/certifications are a plus.



Qualities

A nuanced *understanding of trauma-informed care* and practice, and a drive to organize around the need to disrupt hate violence, build anti-oppressive communities and systems, and promote transformative justice principles and practices

- A *wholehearted manager* adept at instilling a culture of care, reflection, and healing, who will distribute the work of the organization among a staff of experts in their program and functional area, creating the conditions for each staff to grow, evolve, and do their own best work
- A *skilled, creative, and determined fundraiser* that can inspire and cultivate financial support from individuals, foundations, and corporate sponsors, and with a facility for engaging donors across multiple levels around mission and impact
- A relationship builder who possesses the ability to *bring people together around a shared vision and purpose*, amplifying the voice of the organization and its place within the broader movements against violence
- A *persuasive and courageous spokesperson*, enthusiastic about representing CAE's communities and issues with a multiplicity of stakeholders, and able to bring their authentic voice on behalf of an organization
- The ability to *understand CAE's strengths and value-add within the larger landscape of need* across New York City, and collaborate with program staff and external partners to prioritize CAE's efforts
- A clear and emotionally intelligent communicator with the *capacity to hold space for and engage in hard and emotionally involved conversations*
- Skilled in *balancing building consensus and decision making*, drawing from data, input, and feedback from the full spectrum of contributing voices

Additional information and resources

CAE's Programs

CAE engages over 3,000 New Yorkers in anti-violence programming each year across the following three program areas:

Upstander - CAE's Upstander programming teaches skills and amplifies tactics to empower communities in interrupting hate violence and oppression in their daily lives. Participants gain frameworks and concrete tools they can contextualize into daily interactions with strangers in public spaces and with colleagues, acquaintances, neighbors, and family members, all while considering how interpersonal violence is connected to ideological and institutional oppression. In addition to learning active bystander intervention skills, de-escalation tools, calling-in strategies, and nonviolent communication, participants explore how their own positionalities may inform how they prevent, disrupt, and heal from hate violence, while building towards communities of care.

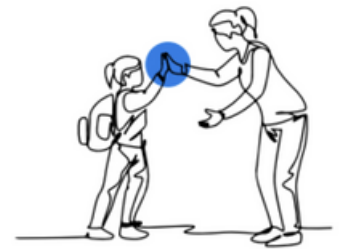


Empowerment Self-Defense (ESD) - ESD programming teaches physical, verbal, and social-emotional tools with the goal of empowering communities to take steps to feel safer.

ESD programming is delivered through workshops, which can be one time, several-part series, or monthly recurring offerings. These programs center those at increased risk from racism and xenophobia and are designed for people at high risk of sexual, gender, and hate-based violence: survivors, teen women, adult women (both cisgender and transgender), people who are LGBTQ+, trans, and GNC. Empowerment Self-Defense programs deliver practical skills, strategies, and perspectives on safety while attending to the very specific needs of the range of communities we serve.

Youth Power - CAE Youth Programming serves young people throughout the five boroughs as youth leaders, participants, and learners. Youth programming has historically been a progression, with participants participating in PACT (Power Action Change for Teens) after-school programming and graduating to Peer Educators (youth leadership programming). Peer Educators co-facilitate one-time youth power workshops with CAE staff for their peers, which are the main entry point into youth programming.

- **Peer Educators** - Peer Educators are high school-aged girls (cis & trans) and GNC youth. Peer Educators are youth leaders with demonstrated investment in CAE's mission and values and a commitment to interrupting hate violence in their communities. The majority of Peer Educators have really completed the PACT program or other CAE programming. Peer Educators programming runs throughout the school year, with an intensive summer training course to prepare 16 youth leaders to facilitate CAE's Upstander and ESD workshops for their peers.



- **PACT (Power Action Change for Teens)** - CAE's weekly after-school program is for middle and high school girls (cis and trans) and GNC youth. Participants practice Empowerment Self-Defense, learn what it means to be an Upstander, gain a political education, and collectively experience the practice of community care, with the goal of ultimately becoming Peer Educators and youth leaders.

- **Workshops** - Facilitated by CAE staff and Peer Educators, Youth Power Workshops are the main entry point to CAE's long-term youth programming. Topics include combatting racism, xenophobia, sexual violence, and gender bias. Skills learned range from physical self-defense, active bystander interventions, de-escalation skills, calling-in strategies, consent, and boundary setting.



CAE's "Why" in 2023

In the words of the current Executive Director:

People are on edge. Harassment, threats, fear, and mental unwellness. There is despair and so often there is a "looking away." It is the disregard of folks living at the margins that saddens me most. Through Empowerment Self-Defense programs, the folks we work with claim their voices. They remember that they belong, they are worthy, and deserve to be safe. Our Upstander programs make the difference for the folks who look away, whether it's because they are scared or don't know what to do or don't think it matters. Upstander programs help us build actionable tools to create communities of care, to live our values.

In the words of a staff member:

Self-defense is anything and everything we do to keep ourselves safe from hate violence. And this includes deepening our understanding of the roots of oppression, how oppression manifests in our everyday lives—from our internalized beliefs and relationships to our institutions. We continue organizing to strengthen our collective ability to disrupt, heal from, and ultimately prevent hate violence. And we continue to ask ourselves, "What is asked of each and every one of us to build towards a world where our care for each other, and our connection to one another, is our greatest priority?"

In the words of program participants:

I will be more aware of the person being harassed first over the one who is harassing. I think that is where my active support should begin. I want to respect how I can best aid the person who is being harassed.

There are many options to be an Upstander. Sometimes it's easy to be frozen by fear, so it's good to know that there's a menu of options available and we can choose what feels safest at a given time.



It was very helpful to have [the definitions of] oppression broken down. Now I feel I can talk about it in concrete terms, to combat it and also to use that knowledge (positionality especially) to assess an aggressive situation and whether or not I can intervene.

In the words of the Board Co-chairs:

Violence remains a combustible undercurrent of our society, and both large- and small-scale forms are pervasive. We are not strangers to feeling disheartened. But, in the face of this, CAE has been steadfast, dedicated to countering hate violence by building communities of Upstanders—people trained to de-escalate violent situations—and by empowering vulnerable people with skills to be safer and to heal from trauma.

For more information about CAE, please visit www.caeny.org



LJN ADVISORY



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EDUCATION**