Director of Community-Based Initiatives & Social Impact

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, community-based initiatives, publications, and collections.

In accordance with the mission and community engagement/social impact goals of the Museum of the City of New York, and in service to the City of New York, the Director of Community Based Initiatives & Social Impact, will lead a variety of initiatives that expand the opportunities for communities to engage with each other and New York City’s rich and diverse history, notably by launching the MCNY REACH (Research, Education, Art, Community History) Strategy—an innovative model for amplifying community voice, driving community engagement through long-term, reciprocal, and impactful relationship with MCNY staff and the REACH Ambassadors to develop initiatives By, With and For community members of all ages reaching out to all New Yorkers.

The Director of CBISI will report directly to the Vice President of Education & Engagement at the Museum of the City of New York and be responsible for working collaboratively with MCNY Public Programs & Education departments to provide engagement opportunities for children/youth & families, teens, adults and older adults covering the spectrum of human development.

Responsibilities

- The Director of Community Based Initiatives and Social Impact is responsible for the overall success of Community Based Initiatives and Social Impact work in relationship to the mission of the Museum of the City of New York.
- Lead the development of flagship programs serving adults, including elders, artists, and other creative professionals, ensuring alignment with institutional mission and strategic priorities
- Excellent skills in deep listening, facilitation, and interpersonal communication, as well as a proven record of working effectively with diverse communities
- Attracting, recruiting, and retaining community partners from all sectors, who will contribute to the further development of REACH engagement strategies
- With department colleagues, implement ongoing assessment, cultivate reflective practices and opportunities for feedback from internal and external stakeholders, iterating to improve program quality and impact
- Contribute to the planning, design, and coordinated use of museum spaces, working with division colleagues, Special Events, and Technology to ensure accessibility by diverse constituencies and smooth execution of a range of programs
- Inform and co-design a community engagement & social impact plan in alignment with institutional goals, supporting MCNY’s mission and overall strategic plan
- Identify and develop strategic relationships with local and state agencies including NYC based agencies such as but not limited to: Department of Education, Departments of Corrections and Community Service, Department of Probation, New York City Housing Authority, Department of Homeless Services, Department of Youth & Community Development and more…
- With department colleagues, implement ongoing assessment, cultivate reflective practices and opportunities for feedback from internal and external stakeholders, iterating to improve program quality and impact
• Represent the Museum at community events and regularly interact with community boards and other local government officials & serve as primary point of contact for community members on matters affecting NYC and the local community.
• Support MCNY exhibition planning efforts, working with colleagues in Collections, Curatorial, Marketing, and Visitor Services
• Collaborate with colleagues in Public Programs and the Schwarz Center for Education to implement creative approaches to programming, ensure relevance to current issues and diverse constituencies, and to activate exhibition content, and collection strengths
• Recruit, coordinate and manage MCNY volunteer programs in collaboration with Visitor Services.
• With department colleagues, implement ongoing assessment, cultivate reflective practices and opportunities for feedback from internal and external stakeholders, iterating to improve program quality and impact
• Support the education & engagement team with the effective delivery of culturally competent and inclusive programs; with an emphasis on project-based learning, civic engagement, college & career readiness, mental health & social-emotional learning, social justice and student voice

Qualifications

• Proven ability to energize, motivate and engage staff
• Minimum of five years of leadership experience with a record of achievement for all communities, children and/or families
• Extensive knowledge of best practices in family and community engagement, community organizing, and/or social impact work
• Demonstrated work experience in building relationships to advance program goals and objectives, preferably in a youth development setting
• Willingness to be hands-on and do whatever it takes to develop and maintain an excellent system of community-based programs through student, family, and community engagement.
• Ability to maintain calm during tense situations and negotiations with a strong ability to create consensus and persuade diverse constituents
• Systems thinker, data-driven decision-maker with data utilization know-how & Excellent organizational, analytical, financial management, and problem-solving skills
• Demonstrated ability to perform multiple tasks effectively in a challenging and fast-paced environment
• Understanding of Department of Education (DOE) and Department of Youth and Community Development (DYCD) systems, language and Community School and Beacon initiatives
• Ability to think critically and maintain a detail-orientation when accomplishing all tasks
• Exemplary interpersonal skills for a wide variety of stakeholders from families to external partners & Excellent oral and written communications skills
• Occasional Saturdays and evening hours will be required (as needed)

Working Conditions

While performing the essential functions of the job, the Assistant Director primarily works Monday-Friday with occasional weekend or evening work required. Work is primarily onsite at the Museum, in an open office plan setting. The Museum environment is fast-paced, and workspaces include the Museum’s galleries and classroom
spaces. The position requires occasional offsite work in schools and other locations throughout the five boroughs.

**Physical Requirements**

While performing the essential functions of the job, the employee is regularly required to:

- Stand, traverse, or remain stationary in museum gallery, community spaces for long periods of time
- Lift and transport materials, including boxes of paper, guidebooks, and art supplies. Ability to lift a minimum of 20 lbs.
- Travel to offsite locations throughout the five boroughs, including schools and community centers
- Remain stationary at, converse through, and use a computer for significant periods of time
- Use computer to see computer monitor screen, and use fine motor skills to use keyboard
- Troubleshoot and manage multiple projects with ease and calm

**Benefits:**

- Salary: $80K
- Competitive benefits package including medical, dental, vision, life insurance, 401K and pension plan and generous paid time off.
- Reciprocal access to participating museums and cultural institutions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**HOW TO APPLY**

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org.

To be considered, please include **Director, Community Based Initiatives & Social Impact** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.*