



## SENIOR DIRECTOR OF OPERATIONS & STRATEGY

Founded in 1999, Cool Culture is a New York City based nonprofit that seeks to amplify the voices of families and strengthen the power of historically marginalized communities through engagement with art and culture, both within cultural institutions and beyond. The organization partners with 50,000 diverse families, more than 400 early childhood centers and Title I schools, and 90 cultural institutions in New York City. Cool Culture encourages community members to use arts and culture to celebrate their cultural heritage and creativity and connect and build community in an increasingly complex world. We are building a movement of individuals and organizations committed to providing a more equitable future for families, tomorrow's artists, art lovers, activists, and communities.

Cool Culture programs operate at the citywide and neighborhood level. We support a network of families, educators, administrators, museum professionals, and artists in cultivating community, storytelling, relationship building, healing, and activism through arts and culture. We believe the exchange of diverse individual stories provides a larger narrative for addressing systemic inequities. We are invested in finding innovative ways to connect with and engage the 50,000 families who partner with us as collaborators in the quest to bring the human right of art and expression to every community.

### ABOUT THE ROLE

Cool Culture seeks a Senior Director of Operations and Strategy responsible for supporting the organization in developing, implementing, assessing and refining organizational processes and systems while maintaining key aspects of daily operations including finance, HR, and IT functions. The Senior Director of Operations and Strategy will work closely with the Executive Director and with team members from across the organization to build an organizational culture in line with our social justice values. The Senior Director of Operations and Strategy will report directly to the Executive Director and will have the opportunity to hire and manage an Operations Manager.

We are a small and resourceful team that wears multiple hats, understands the importance of being agile and nimble in achieving our mission, and seeks and appreciates clear direction while also being comfortable with ambiguity. The ideal candidate has a practice that is informed by a racial equity framework, and a deep understanding of equity and social justice that is actively integrated into their practice. We believe that our organizational culture must embody the change we want to see in the world. In line with this, they should enjoy working in an environment that privileges collaboration and interdependence over hierarchical structures and autonomy. They will also thrive in a small, fast-paced environment, and has an eye for identifying opportunities for innovation and improvement in our work. If this sounds like you, keep reading!

**Location:** Currently remote due to COVID restrictions, offices are at 80 Hanson Place, Suite 605 Brooklyn, NY 11217

### WHO YOU ARE

- You have 8-15 years of experience with an operations background, preferably in a small but growing nonprofit setting
- You have experience developing and implementing new systems that improve efficiency and support collaboration
- You have experience successfully leading cross-functional initiatives, managing laterally, and facilitating conversations to cultivate buy-in
- You have a minimum of 8 years of prior management experience
- You have had experience managing finance and human resources processes, are analytical and use data to drive action
- You are entrepreneurial, proactive; can come with ideas and a specific plan
- You are flexible and nimble with an ability to manage and help others adapt to complex or rapid change
- You have an analysis of issues of equity, structural racism and patriarchy and your own privileges
- You are an excellent communicator and listener, with the ability to cultivate buy-in
- You have meticulous attention to detail and exceptional organizational skills to manage multiple priorities and meet deadlines
- You demonstrate an ability to maintain a high level of professionalism and confidentiality
- Experience with Salesforce and Monday.com a plus
- Experience within arts, cultural, family engagement or education fields a plus

## WHAT YOU'LL DO

### Strategy

- Oversee process of developing organizational priorities and goals, and manage the review of progress to goals
- Support and guide Cool Culture's cross-functional project management on key organizational initiatives including integration and adoption of Salesforce and Monday.com
- Evaluate organizational efficiency according to annual and multi-year objectives and recommend and apply improvements
- Responsible for overseeing the establishment of processes for staff and leadership team meetings in alignment with organizational priorities

### Operations

- Oversee management of technology systems and IT needs and the organization's partnership with its external IT team regarding organizational technology needs and upgrades.
- Oversee work environment including office space and lease, supply management, and working with vendors to ensure an adequate and safe office space
- Other responsibilities as needed

### Human Resources

- Oversee the functions of Human Resources including recruitment, hiring, benefits, DEI, professional development, employee relations and performance management.

### Finance

- Oversee the management and organizational financial processes, in partnership with its external accounting team, which includes creation of the annual budget for review and approval by the Board of Directors, ongoing budget management, serving as the primary contact for the external accounting team, and overseeing the annual audit.

### Governance

- Support onboarding of new board members, maintain and refine governance materials and serve as staff lead for two Board Committees: Governance and Nominating Committee; Finance and Audit Committee

### Compensation

Compensation is commensurate with experience. Salary range \$110k - \$140k

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or expectations associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change, e.g., emergencies, changes in personnel, work load, rush jobs, special projects, technological developments, etc.

Cool Culture has a mission-driven commitment to principles of equity and diversity, is an Equal Opportunity Employer, and does not discriminate on the basis of race, creed, color, gender/ gender identity/ gender expression, age, ethnicity, national origin, sexual orientation, religion, HIV serostatus, disability, or marital status. BIPOC folk, womxn, immigrants, LGBTQ+, and members of other historically marginalized groups are strongly encouraged to apply.

## READY TO APPLY?

**MRW Consulting Group** International ([www.mrwconsulting.com](http://www.mrwconsulting.com)) has been retained by the Cool Culture to conduct this search. All correspondence will remain confidential. MRWCGI affirms, without reservation, the principles of equal opportunity in employment. We will not discriminate against qualified candidates for any unlawful reasons, including race, religion, gender, national origin, age or disability. We expect our clients to comply with nondiscrimination policies and practices.

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