

Position Available

Executive Director, New York Public Welfare Association (NYPWA)

Exciting position available to provide leadership of a vibrant Statewide Association, comprised of New York's 58 Local Departments of Social Services. The position is appointed by the NYPWA Board of Directors and shall serve at the pleasure of the Board. The selected candidate shall perform such duties as set forth in the by-laws and other duties as prescribed by the Board of Directors through the President of the Association.

Qualifications:

Bachelor's degree in Social Work, Public Administration or related field. 4 years managerial experience.

The applicant must possess excellent leadership qualities along with outstanding organizational skills. **Entirely self-directed in carrying out responsibilities while simultaneously being adept at representing the membership in all communications.** Proficiency in writing is required with a strong knowledge of the infrastructure of government and background in policy analysis. Expert association management skills with experience at a professional association preferred. A writing sample may be requested.

Residency Requirements: All staff currently work remotely with a small office space in Albany available as needed. Staff attend in-person meetings. Close proximity to Albany is preferred due to the nature of the work and required meetings. Periodic travel to county offices throughout NYS.

Salary commensurate with experience.

Please submit resume to: communications@nypwa.org

All applications are due by September 16, 2022.

Responsibilities:

- Guide Association as local districts encounter significant changes in state and federal policies.
- Identify common themes that arise from actively listening to the perspectives of local social services commissioners. Use their collective wisdom as the source for Association recommendations to be conveyed to policymakers
- Serve as spokesperson for Association and represent the interests of the local districts to State officials.
- Interpret complex policy and budget proposals and write compelling papers and testimony.
- Oversee annual budget, revenue and expenses, and fiscal protocols in collaboration with treasurer.
- Pursue strategic planning and work in collaboration with the Board of Directors on priorities.
- Establish organization's staffing structure and oversee a small team of professionals.
- Navigate transitions in state policies by providing information that enables commissioners to manage the impact.
- Influence the outcome of legislation affecting children and adults served by local districts.
- Guide annual conferences as a venue for dialogue among state and local administrators and other experts.
- Convene commissioners' meetings to share strategies and expertise.
- Cultivate the leadership development of local DSS staff, supervisors, and administrators.
- Develop discussion papers and recommendations in important areas reflecting expertise from across the state.
- Provide customized training to each new commissioner in partnership with an experienced commissioner-mentor.
- Serve as a resource to districts and facilitate networking to share expertise and problem solving strategies.