



NYC Service

Position: Community Initiatives Director

Job Number: 44713

The Agency You'll Join

The New York City Mayor's Office is responsible for overseeing city services throughout the five boroughs, coordinating public agencies and departments, and managing public property. New York City Mayor Eric Adams is head of the executive branch of New York City's government. Previously, Mayor Adams has served the people of New York City as an NYPD officer, state senator, and Brooklyn borough president. The Adams' administration is leading the fight to serve the people of the greatest city in the world, ensuring delivery of efficient and effective services, working to make New York City's economy stronger, reducing inequality, improving public safety, and making the city more affordable that meets the needs of all New Yorkers. We value leadership, transparency, fairness, and efficiency as we actively seek diverse talents from various sectors to join our team. For current job opportunities visit our [careers page](#).

The Team You'll Work With

NYC Service is a division of the Mayor's Office that provides meaningful access, opportunity, and resources for communities to come together and answer the call to serve NYC. We envision a city where New Yorkers are united by service, and together, and build a culture where New Yorkers uplift one another and take responsibility for the success of our city. To learn more about NYC Service and connect to volunteer opportunities, visit [nyc.gov/service](#).

The Problems You'll Solve

The Community Initiatives Director will manage initiatives to strengthen nonprofits' ability to build their capacity through strategic volunteer engagement of NYC residents. The Community Initiatives Director builds relationships and engages a network of nonprofit organizations, working in coordination with other NYC Service teams to advance NYC Service priorities and build out its nonprofit network. *The Community Initiatives Director supervises one (1) NYC Service Coordinator, and a potential intern or volunteer.*

Lead responsibilities include:

Nonprofit Engagement– 33% of role

- Lead data management of NYC Service community-based organization/nonprofit stakeholders.
- Lead communications to nonprofit stakeholders and manage stakeholder relationships.
- Using a data-based approach, research and proactively grow nonprofit network to deepen engagement in identified communities (i.e. TRIE Neighborhoods) and increase the number and diversity of NYC Service's CBOs partners.
- Coordinate and attend outreach events. This position also serves as an advisor on NYC Service's Outreach Committee.
- Supporting overall resident and nonprofit engagement to connect New Yorkers to volunteer experiences in NYC communities, and increase/deepen New Yorker's connections to civic engagement infrastructure within NYC. Promote NYC Service website registration, officewide programs, and city resources.
- Supporting the Volunteer Coordination Task Force (VCTF) coordination with New York City Emergency Management, New York Cares and NYC Volunteer Organizations Active in Disaster (NYCVOAD) to source and match volunteers to City agency needs during major disasters or citywide activations.

Host nonprofit sector trainings and convenings – 33% of role

- Build out NYC Service's nonprofit network resources in collaboration with the Mayor's Office for Nonprofit Services.
- Lead and execute NYC Service's Great Volunteer Management System (GVMS) trainings and Neighborhood Engagement Training (NET) to support nonprofits in building and expanding their volunteer management capacity. In addition, working to coach and support a select group of NET nonprofits with deeper support, including:
 - Promoting application to organizations.
 - Managing application support and selection process.
 - Scheduling trainings that are aligned with the grant support, as well as provide ongoing coaching and support.
 - Completing end-of-funding report detailing the successes, outcomes, and challenges of the cohort.

Grant Management and Fiscal Processing – 33% of role

- Leading the administrative and procurement process of NYC Service's community funds and micro funding programs, to ensure we are supporting diverse neighborhoods across the city and providing effective support to engage community members in their efforts.
- Funding programs under the Community Initiatives Director portfolio include:
 - **Civic Impact Funding**
 - Leading and executing Civic Impact Funding (CIF), assisting nonprofits to build their capacity to recruit and manage local volunteers around critical city issues, such as public safety, public health, and asylum support.
 - Promoting the CIF application to organizations.

- Conducting orientation, mid-program check-ins, and end-of-funding summit for organizations to assess progress and provide technical support and coaching.
- Overseeing invoicing, reimbursements, and program data collection of funded orgs.
- Completing end-of-funding report covering the successes, outcomes, and challenges of the cohort.
- **Love Your Block Grant**
 - Leading Love Your Block (LYB) grant program city agency participation for the current program and plan expansion.
 - Promoting the LYB application to organizations, including coordinating multi-lingual outreach.
 - Managing application support and selection process.
 - Conducting orientation, mid-program check-ins, and end-of-funding summit for organizations to assess progress and provide technical support and coaching.
 - Completing end-of-funding report detailing the successes, outcomes, and challenges of the cohort.
 - Collaborating with the Office of Rat Mitigation to include supports and resources for LYB grantees to clean up NYC and reduce the rat population.

Cross office collaboration:

- Working across NYC Service teams to build and implement strategy for NYC Service’s annual reports and meetings, increasing opportunities for nonprofits to connect with NYC Service resources, trainings and initiatives.
- Supporting citywide events sponsored by NYC Service and represent NYC Service at Mayoral and interagency community events.

Advance NYC Service mission, values, and goals, including, but not limited to:

- Represent NYC Service at select events and support all-staff events, as needed.
- Be available on select evenings and weekends, as needed.
- Support City initiatives as needed.

About You

- You have graduated from an accredited college with baccalaureate degree and a minimum of 5-7 years in program development and management.
- You have strong leadership and supervisory experience with demonstrated ability to motivate and support a team, as well as delegate.
- You have experience with program administration and coordination, which includes developing data systems and analytical processes to drive program decision-making, coordinating and managing events, and partner management.

- You have excellent writing, public speaking, and interpersonal skills.
- You have a strong track record of time-management, priorities setting, problem-solving, research, and analytical skills.
- You have the ability to take initiative, prioritize duties, work independently and within a team environment, pay close attention to detail, meet deadlines, manage appropriate follow-up, work well under pressure and maintain an enthusiastic work ethic. This includes being flexible and embracing different work styles.
- You have knowledge of City agencies, departments and methods of inter-agency coordination.
- You have knowledge of nonprofit sector, especially those who use volunteers.
- You have experience with Salesforce, MS Office, and survey tools.

Salary

The City of New York Office of the Mayor's compensation package includes a market competitive salary, equity for all full-time roles and exceptional benefits. Our cash compensation for this role is **\$83,000**.

Final offers may vary from the amount listed based on candidate experience and expertise, and other factors.

[Apply Now!](#)

Equal Opportunity | Diversity Equity & Inclusion Statement

The Office of the Mayor is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcome to apply.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by EEO at EEO@cityhall.nyc.gov.

New York City Residency Is Required Within 90 Days of Appointment