



INSPIRING PUBLIC EDUCATION

Position Title: Chief Operating Officer

Department: Operations

Reporting to: Chief Executive Officer

Employment Type: Full-Time

ABOUT URBAN ARTS PARTNERSHIP

Urban Arts Partnership ("UAP") is a non-profit organization that helps students explore their creativity and harness technology to defy the odds and define their future. For over 30 years we've served public school students in NYC and beyond because a quality education shouldn't depend on a child's zip code.

POSITION SUMMARY

As it celebrates its 30th anniversary, Urban Arts Partnership seeks a seasoned, strategic, and process-minded leader with executive nonprofit experience to help lead UAP into its next chapter of national expansion.

The Chief Operating Officer reports to the Chief Executive Officer and directs the work of the Operations Team. Broad responsibilities of the COO include:

- Oversee all major business functions and annual cycles across Human Resources, Finance, Procurement, Facilities and IT;
- Provide day-to-day leadership presence, maintaining an open-door policy for all staff;
- Build/Implement/Refine operational processes, internal infrastructures, information systems and company policies that foster diversity, equity, efficiency, accountability and profitability;
- Support strategic planning efforts alongside the CEO, Executive Team and Board;
- Support the preparation of communications for internal and external stakeholders such as board members, donors, and staff;



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- Manage logistics for various convenings such as all staff meetings, staff retreat, quarterly board meetings and holiday parties;
- Carry out the fiduciary responsibilities of UAP and ensure compliance with all governing rules, policies, procedures, laws, and regulations; Serve as primary point of contact with legal counsel; and
- Other duties as assigned by Chief Executive Officer

QUALIFICATIONS

- Strong belief in UAP'S Core values and mission
- Proven leadership experience building organizational capacity, a high-performing workforce and culture of excellence
- High degree of business acumen, including successful P&L management, problem solving, and project management
- Strong decision-making instincts, through a combination of analysis, wisdom, and good judgment; Willingness to overcome resistance and/or take an unpopular stance when necessary
- Agility-ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan.
- Exceptional capacity for managing and leading people, to connect to staff both on an individual level and in large groups
- Thorough understanding and experience with the full range of business functions and systems, including budgeting/finance, information systems, human resources, legal and technology.



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HOW TO APPLY

Interested candidates should send a cover letter, resume and salary requirements to humanresources@urbanarts.org with "Chief Operating Officer" in the subject line.

UAP is an equal opportunity employer