

JOB DESCRIPTION

Executive Director

Newburgh Armory Unity Center

Department:	Administration / Executive
Reports To:	Board of Directors
Location:	Newburgh, NY
FLSA Status:	Exempt
Salary Range:	\$100,000 – \$150,000
Benefits:	Health Insurance Stipend
Date:	May 2026

POSITION SUMMARY

The Executive Director provides overall leadership and management of the Newburgh Armory Unity Center, a community organization dedicated to empowering individuals and families through education, recreation, and cultural enrichment. The Executive Director is responsible for the operational, programmatic, financial, and administrative functions of the organization, and serves as the primary liaison to the Board of Directors, community partners, and funders. The Executive Director ensures that The Newburgh Armory Unity Center delivers on its mission through effective stewardship of its programs, staff, and facilities.

ORGANIZATIONAL CONTEXT

The Newburgh Armory Unity Center operates a range of community programs and facility-based services, including:

- Saturday Morning Enrichment Program — Educational and recreational activities for children in a structured, supportive environment.
- RISE Programs — Academic and personal development programming designed to advance student achievement.
- Community Facility Rentals — Athletic courts, event spaces, and cultural venues (including the Larkin Center) available for community and commercial use.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Program Leadership

- Direct and oversee the Saturday Morning Enrichment Program, including curriculum oversight, teacher management, volunteer coordination, and ongoing program development.
- Ensure all programs are delivered with fidelity to the organization's mission and meet established quality standards.

Facility Operations and Capital Development

- Develop and implement a long-term capital plan for facility maintenance and upgrades.
- Oversee daily facility operations, including cleaning, security, and vendor management.
- Manage rentals of athletic fields, event spaces, and cultural venues.

Financial Management and Fundraising

- Lead organizational fundraising efforts, including event planning and individual donor cultivation.
- Oversee revenue generation from facility rentals and marketing of available spaces.
- Ensure sound fiscal management in coordination with the Board of Directors.

Human Resources and Staff Management

- Manage all HR functions, with support from an external HR consultant team.
- Supervise staff across reception, education, maintenance, security, and grant project functions.
- Foster a positive, mission-aligned organizational culture.

Marketing and Community Engagement

- Promote The Newburgh Armory Unity Center's facilities, programs, and rental opportunities to increase visibility and revenue.
- Cultivate and maintain relationships with community partners, government agencies, and stakeholders.

Risk Management and Compliance

- Ensure organizational adherence to all applicable legal, regulatory, and safety requirements.
- Identify and mitigate operational and financial risks.

Board Relations

- Serve as the primary staff liaison to the Board of Directors.
- Provide regular reports on organizational performance, finances, and strategic priorities.
- Support Board governance and committee functions as needed.

QUALIFICATIONS

Required

- Minimum of 5–7 years of progressively responsible experience in operations management, nonprofit administration, or a related field.
- Demonstrated expertise in project management, human resources, marketing or public relations, and capital development.
- Strong leadership, organizational, and interpersonal communication skills.
- No specific college degree is required.

Preferred

- Experience in educational or youth program management.
- Background in building security operations and facilities maintenance planning.
- Experience with event planning and nonprofit fundraising.

CORE COMPETENCIES

- Strategic Leadership — Ability to set organizational direction and align staff and resources toward mission outcomes.
- Community Engagement — Skill in building and sustaining relationships with diverse stakeholders.
- Financial Acumen — Capacity to manage budgets, revenue streams, and fiscal reporting.
- Operational Management — Proficiency in overseeing multi-function operations including facilities, HR, and programming.

- **Communication** — Clear and effective written and verbal communication with internal and external audiences.

Newburgh Armory Unity Center • This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned.