



Women's Prison Association  
Chief Executive Officer  
New York, NY



## Background

Women's Prison Association (WPA) is the nation's first organization for women impacted by incarceration. Our approach is personal. We address the root causes of systems involvement, know the data, and are focused on the needs and nuances of individuals. We believe women are the experts in their own lives. We partner with women to use our collective voice and experience to drive change that positively impacts families, communities, and society. We envision a society where our reliance on incarceration has been replaced by constructive, community-driven responses.

WPA has invented the nation's most innovative programs, been at the forefront of groundbreaking advocacy efforts, and promoted forward-thinking strategies that always ask, "what about women?" As the need for WPA remains and even grows, we are steadfast in our commitment to empower women as they redefine their lives in the face of injustice and incarceration.

## Position

Building on almost 180 years of success, WPA is seeking a Chief Executive Officer to provide vision, leadership and management of all aspects of the organization. WPA is at a pivotal juncture in its journey, presenting the opportunity to become a major force and thought leader in gender-responsive programming for women impacted by the criminal legal system.

The CEO will work collaboratively with the Board of Directors in developing and implementing a long-term strategic plan, and refining and communicating the mission, vision, values and purpose both internally and externally. This person will have ultimate responsibility for the performance of the growing organization currently comprised of 119 staff, 3 facilities, and overall revenues of \$8.2 million. The CEO will act as the key representative and face of the organization to external audiences. The ideal person is a visionary with a strategic mindset who can lead with empathy and vulnerability. They are a strong unifier and people-connector who can lead and empower a team, and knows how to communicate with transparency and honesty.

## Responsibilities

### Strategic Vision & Leadership

- Develop and implement a long-term strategic plan that will maximize impact in program services, increase mission visibility, and position WPA as a national thought-leader.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.

- Provide vision for creativity and innovation in program services, ensuring that programs continuously evolve and adapt to reflect changes within the criminal legal system and the needs of clients.
- Maintain a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources.

### Strengthening Infrastructure & Operations

- Assume ultimate oversight and responsibility for the effective management of staff and infrastructure including optimizing policies, practices and systems required to manage financial resources and the growing operating budget, and ensuring clarity and consistency in roles, structures and processes.
- Promote a positive, inclusive, and empowering work environment that upholds a shared understanding of the mission, consistency throughout employee and client experiences, and standards of excellence & accountability in achieving goals.
- Facilitate cross-departmental collaboration and strengthen avenues of communication between staff throughout the organization.
- Oversee the financial status of the organization including developing long and short-range financial plans, monitoring the budget, and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Oversee the modernization, renovation, and technological upgrade of all facilities and operations.

### Team Leadership

- Develop, mentor, and coach a high-performing four-person executive team, defining clear metrics for success and establishing pathways for personal and professional growth.
- Build and maintain a high-performing anti-racist and inclusive culture of transparency, trust, collaboration and fun where all employees feel welcomed, appreciated, and have equal access to opportunity including people from intersectional and marginalized experiences and groups.
- Unfailingly model the desirable attributes of the culture, passionately advocate for them, and exhibit an understanding, sensitivity, and responsiveness to the differences in cultures and lived experiences present amongst staff.

### Qualifications

- A visionary, strategy-oriented leader with a track-record of success leading an organization of similar size and complexity providing direct services.

- An honest, transparent, and responsive leader with proven success in building, developing & empowering teams.
- Demonstrated commitment to anti-racism, diversity, equity, and inclusion.
- Change management expertise related to organizational structure, processes, and culture.
- Professional or personal experience in working with or in the criminal legal system is a must; experience with gender-responsive and trauma-informed programming a plus.
- A seasoned fundraiser with a track record of cultivating and soliciting major gifts and diversifying fundraising revenue.
- A confident and energetic leader with superior communication skills and proven success in building relationships and coalitions across a variety of internal and external stakeholders.
- Experience overseeing facility management, renovation, and acquisition.

## Salary

The salary range for this position is \$225,000 – \$250,000.

This position description is based upon material provided by the Women’s Prison Association, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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