



Mission: “For the improvement of social and living conditions in the United States.”

www.russellsage.org

New York, NY

In Person Employment

DIRECTOR OF OPERATIONS

THE OPPORTUNITY



The Russell Sage Foundation was established by Mrs. Margaret Olivia Sage in 1907 for "the improvement of social and living conditions in the United States.". Currently, it dedicates itself to strengthening the methods, data, and theoretical core of the social sciences as a means of diagnosing social problems and improving social policies. The Foundation also funds researchers at other institutions and supports programs intended to develop new generations of social scientists.

The Foundation seeks a proactive and hands-on Director of Operations (Director). The Director will lead and oversee the Foundation’s day-to-day business and facilities operations for its office, building, condominiums, and programs. The successful candidate will report to the President and work closely with the senior leadership to develop and implement policies, procedures, and processes to ensure efficient operations.

The successful Director will oversee and manage the Foundation’s real estate holdings, including the main office building, which has landmark status, and 16 condominiums that house visiting fellows. To ensure the Foundation’s seamless operations, the candidate will oversee routine and unexpected maintenance, daily business operations, and operations for its landmark building. S/he will work closely with the Building

Manager to oversee planning and implementation for all capital projects for facilities from conception through execution.

The ideal candidate will troubleshoot and resolve operational problems for all Foundation departments and activities. The Director will partner with the Director of Computing Services to create and implement a comprehensive strategy for information technology policies, procedures, and practices to ensure the efficient utilization of technology systems and business continuity readiness of critical IT systems.

The Director will provide concierge service and support to visiting scholars during, and in preparation for, residence by connecting them and their families with local services and resources to prepare them for their residence at the Foundation. S/he will manage onboarding activities for the Visiting Scholar program, including residential and office assignments and events management.

The successful candidate will have the intellectual depth, interpersonal skills, and judgment to effectively engage and collaborate with the Board of Trustees, President, senior leadership, colleagues, and Visiting Scholars, Researchers, and Journalists. The Director will provide concierge service to the Board for logistics, including trustee meetings, events, and lodging. S/he will collaborate with the Controller to develop and monitor annual budgets, and work closely with the Building Manager to ensure filing of permits and contractor management for facilities. The Director will oversee the Chef regarding dining room management, including daily meal service, event coordination, and external events.

The Director will report to the President and serve on the senior management team. S/he will manage and lead a team of four professionals: Director of Computing Services, Senior Building Manager, Executive Chef, and Executive Assistant/Condominium Manager. The Director will work in person five days a week for their first six months.

Russell Sage Foundation has retained [Freeman Philanthropic Services, LLC](#) to assist with this important recruitment.

ABOUT THE FOUNDATION

The Russell Sage Foundation was established by Mrs. Margaret Olivia Sage in 1907 for "the improvement of social and living conditions in the United States." It now dedicates itself to strengthening the methods, data, and theoretical core of the social sciences as a means of diagnosing social problems and improving social policies. It also funds researchers at other institutions and supports programs intended to develop new generations of social scientists.

The Russell Sage Foundation is a private operating foundation directly involved in the conduct and dissemination of social science research. In its effort to improve the social effectiveness of social research, the foundation:

- ❖ Invites individual scholars working in areas of foundation interest to participate in the foundation's Visiting Scholar Program to pursue their research and writing projects;
- ❖ Provides support for scholars at other institutions to pursue research projects that advance the Foundation's research programs;
- ❖ Ensures widespread access to the research that the foundation supports through its own book and journal publishing program;
- ❖ Sponsors special seminars and working groups aimed at developing new topics in social science;
- ❖ Participates in the planning of each study or program as an active partner and reserves the right to publish any resulting manuscripts; and
- ❖ Collaborates with other foundations, granting agencies and academic institutions in studies of social problems.

THE FOUNDATION'S HEADQUARTERS

The Foundation's landmark building is an architecturally distinguished seven-story structure originally designed by Philip Johnson. A renovated adjacent townhouse provides additional scholar offices. Services include computer and library facilities, conference rooms, and a dining area. Located at 112 East 64th Street, between Park and Lexington Avenues, the Foundation is near a variety of educational, research, and philanthropic institutions.

LEADERSHIP

Board of Trustees

The Foundation's Board of Trustees is comprised of dedicated and engaged leaders committed to the Foundation's mission, vision, and continued growth. The Foundation Board is a diverse group of esteemed academics and thought leaders.

For a complete list of the Board of Trustees, please visit: <https://www.russellsage.org/about/who-we-are>.

Sheldon H. Danziger, President

Sheldon H. Danziger is the President of the Foundation. Previously he was the Henry J. Meyer Distinguished University Professor of Public Policy at the Gerald R. Ford School of Public Policy, Research Professor at the Population Studies Center, and Director of the National Poverty Center at the University of Michigan.

IMPORTANT RELATIONSHIPS

The Director will report to the President and serve on the senior management team. S/he will manage and lead a team of four professionals: Director of Computing Services, Senior Building Manager, Executive Chef, and Executive Assistant/Condominium Manager.

KEY RESPONSIBILITIES

The Director of Operations will be a hands-on leader with passion for the mission and the demonstrated track record of implementation to achieve all aspects of the Foundation's mission and growth. S/he will be responsible for the following:

Facilities Management

- Manages and ensures the successful operation of the Foundation's real estate holdings, including the main office building (landmark status) and its convening spaces, and 16 condominiums that house visiting scholars, researchers, and journalists. This includes, but is not limited to, routine and unexpected maintenance, cleaning, serving daily lunch, planning and hosting events in-house and at outside venues, opening/closing the office, and ensuring that the office is well stocked and equipped and in compliance with all building codes and regulations.
- Oversees planning and implementation for all capital projects for facilities, hiring and managing architects, engineers and contractors and filing required permits in consultation with the senior building manager.
- Overall management of front desk area and security of the work environment.

Office Management

- Works closely with the President and senior management team to develop and implement policies, procedures, and processes for staff and visiting classes.
- Schedules periodic senior staff meetings and distributes the agenda.
- Works with the Controller to develop and monitor annual budgets for the visiting fellows' program, the main office building, the condominiums, general office expenses, and capital projects.
- Responsible for general purchasing of office supplies, equipment and furniture.

- Collaborates with Directors of other departments to solve problems when they occur.

Events Management

- Manages events, including trustee meetings and dinners, staff and visitor social events, and other special events.
- Provide any additional resources for other events hosted by programs and publication departments.

Information Technology

- Strategic development of information technology policy, procedures, and practices ensuring effective utilization and updating of technology systems.
- In collaboration with the Director of Computing Services, assesses IT security environment, addresses any identified weaknesses, and ensures business continuity readiness of critical IT systems.

Visiting Scholar Administration

- Administers the visitor in-residence programs (Visiting Scholars, Visiting Journalists, Visiting Researchers, Margaret Olivia Sage Scholars) including onboarding, offboarding, condominium and office space assignments, events management, gathering feedback from and monitoring scholar attendance.
- Works with various departments including building, kitchen, information, and computing services, in providing support to visitors and RSF staff.

QUALITIES AND CHARACTERISTICS

The Foundation seeks an energetic and proactive leader with the ability and track record to respond effectively to the opportunities and challenges listed above. The ideal candidate for the Director of Operations will possess the following attributes and experiences:

- Genuine interest and commitment to Russell Sage Foundation's mission, vision, and programs;
- Intellectual depth, interpersonal skills, and judgment to effectively engage and collaborate with the Board of Trustees, President, senior leadership, colleagues, academics, and Visiting Scholars, Researchers, and Journalists;
- Demonstrated facilities and operations experience at a foundation or not-for-profit organization, including facilities maintenance and construction, remodeling and repair projects, with enthusiasm for administrative detail;
- Track record of management of multiple teams who are engaged in disparate and concurrent activities and projects;
- Sound judgment, including the ability to use discretion and to protect sensitive and confidential information;
- Outstanding interpersonal skills, exceptional customer service orientation, and the ability to work with and lead people with different backgrounds and experiences;
- Excellent communication skills (writing, speaking, and presenting), while also being a good listener;
- Exceptional analytical and organizational skills, attention to detail, and ability to manage multiple tasks and meet multiple, recurring deadlines;
- Experience in managing change, improving processes, effectively collaborating with peers, and being comfortable with role versatility dependent on context;

- Ability to creatively solve problems and design systems and procedures to meet current and long-term needs;
- Computer skills with working knowledge of Microsoft Office 365, Box, Zoom, and grants management software, preferably Fluxx. Excellent knowledge of IT systems and environments and comfort in working with new technologies and systems; and
- Bachelor's degree required; advanced degree in business or operations management preferred.

COMPENSATION

The compensation and benefits package will be competitive and commensurate with the successful candidate's background and experience. The compensation range for this position is \$175,000 to \$195,000.

The Director will work in person five days a week for their first six months at the Foundation's real estate holdings.

DIVERSITY

The Foundation is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. The Foundation prohibits discrimination against employees, applicants for employment, board members and visiting scholars of the Foundation (including visiting researchers and visiting journalists), because of the individual's race, color, religion, creed, alienage, citizenship status, sex, national origin, age, sexual orientation, gender identity or expression, disability, pregnancy, childbirth, or related conditions, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record, or any other characteristic protected by law. This policy applies to all the Foundation activities, including, but not limited to, recruitment, hiring, compensation, assignment, training, promotion, performance evaluation, discipline and discharge. As detailed below, this policy also bans discriminatory harassment.

The Foundation will provide reasonable accommodation consistent with the law to otherwise qualified employees, applicants for employment, board members, and visiting scholars of the Foundation (including visiting researchers and visiting journalists), with a disability or with needs related to their religious observance or practices; who need an accommodation due to pregnancy, childbirth, breastfeeding or a related medical condition; or who have been subject to domestic violence, a sex offense or stalking, if those needs are made known to the Foundation. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by the Foundation on a case-by-case basis.

The Foundation will engage in cooperative dialogue with the otherwise qualified employee, applicant for employment, board member, and visiting scholar of the Foundation (including visiting researcher and visiting journalist) to gather information in order to assess and act on the accommodation request.

The Foundation will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

Russell Sage Foundation has retained Freeman Philanthropic Services, LLC to assist on this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions.

Please send all confidential inquiries, applications, and nominations directly to FPS via email at RussellSage@glfreeman.com.

All applications must include: (1) an up-to-date resume or CV; and (2) a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity at Russell Sage Foundation is the logical and desired next step in their career. Additional materials and information will be requested during the search and interview process.