



## **POSITION DESCRIPTION:**

### **Chief Operating Officer**

Founded in 1999, Friends of the High Line (FHL) is the non-profit organization responsible for the creation of the public space on the High Line. Following the successful opening of the High Line's first section in 2009, and its second section in 2011, FHL is now responsible for raising 90 percent of the High Line's annual operating budget, as well as overseeing the High Line's maintenance, operation, and public programming, pursuant to a license agreement with the New York City Department of Parks & Recreation.

With nearly 4M visitors anticipated in the current year, FHL works to maintain and operate the High Line at the highest levels of excellence, commensurate with its world-class design.

FHL continues to broaden its goals and implement plans and programs rapidly. While currently in the midst of a successful capital campaign, FHL is poised to begin construction on the third and final half-mile section of the park, preparing to open a restaurant under the High Line at Gansevoort Street, and activate a new maintenance and operations headquarters located in Meatpacking District adjacent to the future location of the Whitney Museum of American Art.

The Chief Operating Officer plays a critical role in the leadership for the quickly-growing non-profit organization, supporting FHL's priorities while providing cohesion and fostering collaboration amongst multiple departments and complex initiatives—both future and existing—in the areas of: Planning & Design; Park Operations & Horticulture; Development; Administration & Finance; Public Programming, Education & Community Engagement; Art; and Food & Revenue.

## **RESPONSIBILITIES**

- Supports the Co-Founder/Executive Director to ensure highly-productive, day-to-day management of the organization
- Serves as an advisor to the Co-Founder/Executive Director, and as a role model/mentor to other staff
- Contributes to the creation and stewardship of organizational culture and ethos, both internally and externally
- Supervises six direct reports including Vice Presidents and departmental Directors, as follows:
  - Vice President for Planning & Design
  - Vice President of Administration & Strategic Projects
  - Vice President of Horticulture & Park Operations
  - Director of High Line Food & Revenue
  - Director of Public Programs, Education, & Community Engagement

- Director of High Line Art
- Strong collaboration with Vice President of Development, who reports directly to the Co-Founder/Chief Development Officer
- Helps establish and execute organizational priorities on weekly, monthly, and long-term basis
- Works with senior staff to facilitate effective long term planning and strategy
- Facilitates intra-departmental collaboration to ensure that all departments are communicating effectively and supporting one another as needed
- Monitors resource and personnel allocation to ensure departments are appropriately resourced
- Participates in HR decisions regarding senior staff, approves salaries, and participates in key hires and terminations
- Conducts, or participates in, annual reviews for department heads
- Works closely with Co-Founders, VP of Administration, and department heads in the creation and monitoring of annual operating budget and long-term capital budget
- Troubleshoots and strategizes to address departmental and organizational challenges
- Establishes and maintains relationships with Board members, donors, and City partners
- Represents the High Line at lectures, meetings, tours, and other public-facing opportunities

#### **QUALITIES**

- Excellent management and communication skills
- Highly detail-oriented
- Ability to assimilate a high volume of information across disciplines and departments, providing leadership and support to senior staff and experts in each of those disciplines
- Ability to creatively problem solve, and make and implement decisions quickly and soundly
- Ability to thrive in a fast-paced environment and exemplify leadership and composure under pressure, while maintaining high morale
- Ability to work with a wide range of people representing various backgrounds, levels of training, and career stages
- Able to multitask, offering support to the Co-Founders, as well as to the Vice Presidents and department heads
- Minimum five years of experience at executive level of management, preferably at a cultural institution, park conservancy, or highly-visited public destination

#### **TO APPLY**

Please submit a cover letter, resume, and salary requirements to: [coosearch@thehighline.org](mailto:coosearch@thehighline.org). Only those whose applications are being considered will be contacted. No phone calls please.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.