

## POSITION DESCRIPTION

### Executive Vice President / Chief Business and Administrative Officer

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#### POSITION DETAILS

<b>Department:</b>	Executive
<b>Position Reports To:</b>	President & CEO
<b>FLSA Status:</b>	Exempt

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Hudson River Park (the “Park”) is an approximately 550-acre, 4-mile-long park along the Hudson River, generally located between the northern seawall of Battery Park City to West 59<sup>th</sup> Street. While portions of the Park are still undergoing planning and construction, the completed public piers, landscaped upland areas, boating facilities, and other features are among the most heavily used open spaces in New York City. The Park includes a designated 400-acre Estuarine Sanctuary hosting research, stewardship, and environmental education, as well as public access. Both the Park and the Hudson River Park Trust (the “Trust”) were created through New York State legislation - the Hudson River Park Act (the “Act”) of 1998. The Trust is both a public benefit corporation and a 501(c)(3) organization governed by a 13-member Board of Directors, with five members appointed by the Governor, five members appointed by the Mayor, and three members appointed by the Manhattan Borough President. A dedicated, full-time staff of approximately 90 — with expertise spanning such diverse areas as planning, design, marine science, horticulture, maintenance, public programming, policy, security, real estate, finance, operations, and management — plays a vital role in supporting the Trust’s work.

Pursuant to the Act, the Trust’s mission is to design, build, operate, and maintain Hudson River Park on a financially self-supporting basis to the extent practicable, and the Trust has historically succeeded in doing so, generating its approximately \$37 million annual operating budget through a combination of parking revenue; rents from leases and concessions including Pier 57, Chelsea Piers and Circle Line; permit fees; grants; donations generated by its fundraising partner, Hudson River Park Friends; and other private sources. To date, approximately \$1 billion in both public and private funding has been invested in the development of the Park, which attracts approximately 17 million visits annually.

More information on the Hudson River Park is available at: [www.hudsonriverpark.org](http://www.hudsonriverpark.org)



## JOB SUMMARY

As Hudson River Park reaches a pivotal moment in its evolution, the Trust has created a new executive leadership role — **Executive Vice President/Chief Business and Administrative Officer** (“EVP/CBAO”) to help lead the planning and execution of the organization’s next chapter. This transformational role will help position the Park for continued success as a world-class public open space and environmental resource with a focus on long-term sustainability and advancement of the Trust’s financial foundation, operations, and administrative infrastructure.

The EVP/CBAO will be a member of the executive team and a thought partner to the President & CEO, helping to shape and execute the Trust’s strategic direction, business and talent planning, and operational priorities. Directing a team of senior leaders across multiple functional domains, this role will be instrumental in helping the Trust identify and pursue new business opportunities that increase revenue and drive growth; lead organizational change and transformation initiatives; manage costs; and elevate infrastructure and administrative capabilities. Working closely with other Trust executives, the EVP/CBAO will ensure that infrastructure resources and administrative functions support operational excellence across the organization.

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## THE IDEAL CANDIDATE

The Trust is seeking an executive leader with exceptional business acumen, an entrepreneurial and results-driven mindset, advanced organizational leadership skills, and subject matter expertise in multiple areas across the realms of finance, real estate, management systems, technology, and HR/people operations. The ideal candidate will be adept at balancing “big-picture” thinking with hands-on, pragmatic operational rigor, and will relish the challenge of envisioning and executing strategic opportunities that contribute to the Trust’s expanded reach, impact, and enduring sustainability. The EVP/CBAO should enjoy working with staff who have diverse skills and backgrounds, as well as with a wide range of external stakeholders. A strong understanding of the complexities of operating in a government-funded environment, including the importance of public sector governance, transparency, and regulatory compliance is essential. Experience and/or interests should also demonstrate an appreciation for the role that parks, open spaces, and public venues have in contributing to the quality of civic and community life in New York City.

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## ESSENTIAL JOB RESPONSIBILITIES/FUNCTIONS

### Executive Leadership | Strategy | Impact

- Partner with the President & CEO and other members of the Senior Leadership team to help develop, communicate, and advance the organization’s strategic priorities and plans aligned with its statutory mission, while fostering an environment of high performance, accountability, and operational excellence.
- Together with the President & CEO, Senior VP, Financial Operations and Planning/Corporate Treasurer, and in consultation with the Trust Board, set the vision for and articulate the Trust’s overall financial strategy, and provide executive leadership to ensure that all key financial matters affecting the organization are aligned with organizational priorities and support long-term sustainability.
- Identify and assess new and enhanced revenue opportunities, and analyze the feasibility of business implementation strategies within the parameters of market trends and applicable organizational constraints.

- Champion the overall HR/people strategy for the Trust and work closely with the Vice President of Human Resources and Senior Leadership team to plan and implement human resource initiatives that advance a positive organizational culture and work climate, strengthen talent pipelines, and enhance retention and a fully engaged workforce.
- Collaborate with cross-functional teams to define key performance indicators and metrics to measure the effectiveness of core Trust initiatives. Integrate these findings into strategic insights and reports for the executive team and the Trust Board to inform decision-making and organizational priorities.

### **Organizational Infrastructure & Administration**

- Oversee the Trust's core administrative domains of finance, technology, management systems, and human resources, ensuring that these functions collectively support the strategic priorities and work of the Trust.
- Ensure that financial infrastructure and fiscal planning align with the Trust's overall vision and plans in such areas as devising short- and long-term operating and capital budgets; preparing financial projections and scenarios; identifying and mitigating financial and operational risk factors; and adhering to all relevant financial and administrative regulations, audit standards, and public funding regulations. Provide executive oversight to the Senior VP, Financial Operations and Planning/Corporate Treasurer.
- Drive a forward-looking vision and direction for the Trust's HR and people operations, partnering with the Vice President of Human Resources to ensure alignment and execution of best practices across the organization. Support various high-level HR projects, including compensation planning; talent management and learning initiatives; and a robust talent acquisition and retention strategy to support staffing needs across the organization.
- Provide executive oversight to the Vice President of Systems and Resource Planning, to lead the evaluation of internal systems, resource allocation, business processes, and adoption of new technologies. Support the department in ensuring continuous innovation, efficiency, and responsiveness to the Trust's growing and changing organizational needs.
- Guide and oversee the organization's technology strategy through the CIO, ensuring secure, reliable, and scalable infrastructure that supports operational efficiency and data-informed decision-making.
- In collaboration with the Senior VP, Financial Operations and Planning/Corporate Treasurer and the Trust's General Counsel, ensure that procurement, legal, compliance, and risk management issues are appropriately anticipated and consistently administered.
- Lead change management initiatives to streamline and standardize operations, optimize workflow processes, and advance continuous improvement efforts that promote operational excellence.

### **Real Estate Planning & New Business Development**

- Drawing on experience and industry knowledge, provide strategic leadership to help define the Trust's overarching vision and direction for its real estate portfolio. Provide oversight and support to the Vice President of Real Estate for property management, commercial permitting and leasing, and Pier 40 parking operations. Ensure that the Trust optimizes all revenue-generating real estate assets, and identify and plan future real estate development projects and tenancies.
- Work collaboratively across the organization and with the Trust's philanthropic partner, Hudson River Park Friends, to identify new business development and revenue-generating initiatives.

- Cultivate and manage new private sector partnerships with appropriate entities that have the potential to unlock new revenue streams. Ensure that any business and revenue opportunities resulting from these relationships are consistent with, and further, the Trust’s mission and primary responsibilities of operating an accessible public park in accordance with ethical and other practices.
- Guide the establishment and monitoring of KPIs and market data to track business development performance, revenue growth, and return on investment. Oversee the issuance of Requests for Proposals, as needed, to assess the market competitiveness of various business opportunities and ventures and negotiate contracts favorable to the Trust.

### **Leadership/Team Alignment & Performance**

- Provide inspiring executive oversight and mentorship to five (5) direct reports at the senior leadership level, supporting their professional growth and strengthening leadership capacity and succession planning.
- Work with the President & CEO, the executive team, and the senior leaders responsible for administrative domains in support of sustaining a high-performing, mission-driven leadership and team culture.
- Establish clear performance expectations across the administrative teams, and provide constructive feedback to ensure clarity of roles, responsibilities, and decision rights, driving accountability and effectiveness.

**Other Duties:** *This job description is not intended to cover all the activities, duties and responsibilities that are required of the position. Other related duties and responsibilities may be assigned at the discretion of the Trust’s President & CEO.*

### **EDUCATION & EXPERIENCE REQUIREMENTS**

- Bachelor’s degree in Business Administration, Public Administration, Real Estate Management, Public Administration, or a related field required; Master’s degree preferred.
- Fifteen (15) years of progressively responsible senior leadership experience in public, nonprofit, and/or private sector organizations relevant to this role, including at least seven (7) years at the Senior Vice President or C-suite level (e.g., EVP, COO, or CAO), overseeing organizational and business planning, strategy, infrastructure, and capacity building.
- Proven track record of successfully scaling organizations, driving revenue generation, overseeing real estate portfolio/ventures and complex business transactions, and/or leading multiple infrastructure and administrative domains.

### **KEY COMPETENCIES REQUIRED**

- Opportunity-focused, strategic mindset with the ability to lead change management and growth initiatives.
- A highly collaborative and supportive team player who is willing to assume a hands-on role when needed.
- A natural and engaging relationship builder, with an appreciation of the importance of providing superior service and follow-through and working collaboratively with cross-functional teams, stakeholders, and external partners.
- Able to effectively engage and communicate with Board members, senior leaders, and staff at all levels, to collectively envision and execute plans and opportunities for the organization.

- Keen business acumen, complemented by highly disciplined business and financial planning skills, and the ability to anticipate circumstances that could impact organizational goals and business plans.
  - Extensive knowledge of business process optimization, streamlining operations, and forecasting. Able to balance multiple priorities; make difficult decisions in complex business matters and transactions; ensure accountability; and align resources to achieve results.
  - Technology proficiency across the Microsoft Office Suite, with advanced expertise in Excel.
  - A trusted leader with integrity, strong ethical standards, and impeccable judgment, with the ability to communicate decisions with a sense of purpose, clarity, and accountability to colleagues and the public.
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## WORK ENVIRONMENT & PHYSICAL DEMANDS

- Work is generally performed in a standard office environment.
  - Ability to operate office equipment such as computers, printers, and related software.
  - No heavy lifting required.
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## COMPENSATION AND BENEFITS

The salary range for this executive leadership role is \$225,000 - \$250,000 depending on the candidate's experience, qualifications, and internal equity. Additionally, the Trust offers a competitive Benefits Program including health, dental, and vision coverage; NYS Retirement Plan or Voluntary Defined Contribution Program; Deferred Compensation Plan; Flexible Spending Accounts; commuter benefit and Citibank bike membership; life insurance; tuition reimbursement; NYS Paid Family Leave; and PTO.

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## EQUAL EMPLOYMENT OPPORTUNITY

The Hudson River Park Trust is committed to building a diverse and inclusive workplace and is an equal opportunity employer, welcoming applicants from all backgrounds. The Trust does not discriminate on the basis of race, color, creed, religion, age, sex, national origin, ancestry, citizenship status, disability, genetic information, military or veteran status, marital or domestic partnership, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

## EXECUTIVE ORDER 161- ENSURING PAY EQUITY BY STATE EMPLOYERS

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov)

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## APPLICATION PROCESS

The Trust has engaged **ACEUM Advisors and Search** to lead the search for this executive leadership role. Interested applicants should submit a Cover Letter and Resume directly to the attention of Ira Machowsky, CEO, ACEUM Advisors and Search at – [imachowsky@aceum.com](mailto:imachowsky@aceum.com). Indicate: **Job Code: HRPT-2026EVP/CBAO** in the subject line of the email.