

# eliminating racism empowering women

ywca

## PRESIDENT AND CHIEF EXECUTIVE OFFICER

**General Statement of Duties:** Responsible for overall direction and implementation of the vision, strategic goals and objectives of the organization. With the chair, enables board to fulfill its governance function. Manage and direct the staff of the YWCA to fulfill the mission and achieve agreed upon results working within the carver governance model. Represent the YWCA before stakeholders, funders, donors and others to advocate for its mission and programs. Give direction and leadership toward the achievement of the organization's mission, strategy and annual goals and objectives.

Key functions include:

- **Organizational Leadership**
- **Develop Sustainable & Impactful Relationships**
- **Engage the Community in the Work of the Y**
- **Development/Fundraising**
- **Accountability for Measures, Metrics & Outcomes**
- **Communicate the Y's Mission and Message**

**Supervision Received:** Reports to the Board of Directors.

**Supervision Exercised:** Supervises the internal operational leadership team comprised of the human resources, development, facilities, marketing, IT, finance, accounting, and housing departments.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all that may be found in positions of this class.)

**Responsibilities and accountabilities:** We are looking for an experienced leader that has a passion for leading an organization by utilizing their skills and expertise in program delivery, financial management, HR management, community and public relations, fundraising and strategic planning. This role is a liaison from the board to the staff and vice versa.

The individual must:

- **Project an image of excellence, stability, trust, accountability to core constituencies.**
- **Attract, develop and retain the right talent.**
- **Identify, develop and maintain relationships with major community stakeholders.**
- **Develop leaders who are aligned with the Y's vision and values.**
- **Model behaviors that will be required of all staff.**
- **Ensure transparent communication with Board and other constituents.**

- **Ensure the Y has a strategic development plan.**
- **Drive the vision and strategic plan of the organization.**
- **Create a culture of invitation throughout the organization.**
- **Set clear standards of excellence for all Y services and programming.**

**CEO EVALUATION:**

Will be conducted according to the Limitations Policies established by the Board.

**Minimum Qualifications:**

**Education:** Bachelor's degree in business, public administration or other applicable field. Advanced degree valued.

**Experience:** Ten to fifteen years of progressive experience. Experience or knowledge of non-profit and/or human services management desirable.

**Required Knowledge, Skills and Abilities:** Demonstrates commitment to and sense of vision for the mission of the YWCA. Excellent oral and written communications skills, including the ability to influence others in a positive manner. Considerable knowledge and use of leadership skills at several levels of management and supervision of all aspects of an organization's activities. Knowledge of local community, including private and public sector leadership, and local issues. Considerable working knowledge of accounting and finance as they relate to the obligations of the organizations, internal controls and reports, and financial analysis. Computer skills. Must be willing to travel , work a flexible schedule, and pass a criminal and credit background check.

- **Excellent Communicator**
- **Community Connector**
- **Organizational Leader**
- **Passionate, Fun, Joyful**
- **Trustworthy**
- **Results Focused**
- **Likeable**

**Candidates interested in applying for this position should send a letter of interest and resume including salary requirements to YWCA CEO Search Committee, at [ywca@rayandbarney.com](mailto:ywca@rayandbarney.com)**

**The YWCA is an Equal Opportunity Employer and conforms to all applicable employment practices.**

**Posting Date: August 10, 2009**

**Posting Deadline: October 1, 2009**