



YWCA Executive Director/CEO Job Description

The YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

YWCA Hamilton

The Young Women's Christian Association of Hamilton, Ohio, has been serving the women, girls and families of Butler County since 1900. The YWCA Hamilton is actively involved in issues related to our mission of eliminating racism and empowering women, including racial justice, domestic violence prevention and education, victim advocacy, literacy services, and safe, affordable housing for low-income women.

The Executive Director/CEO functions as a:

Leader, to:

- Align all efforts with the YWCA mission and YWCA standards
- Carry the mission and vision of the organization forward through services, relationships, advocacy, and overall asset growth
- Motivate the board and staff toward these ends while sustaining a high level of morale and excellence
- Promote the YWCA's work and results of the work to increase engagement and financial support

Visionary / Resource, to:

- Ensure staff and board have sufficient and up-to-date information for decision making
- Look to the future and pursue capacity building opportunities
- Sustain positive and productive relationships with the board and among staff
- Cultivate and sustain positive and productive relationships between the YWCA and other service providers, funders, community leaders and YWCA USA colleagues.

Board Developer, to:

- Motivate and guide the board of directors to establish and evaluate overall organizational goals and to accomplish their responsibilities in meeting those goals
- Assist in the selection and support of mission committed, skilled board members
- Help build mission, governance, and fundraising skills among board members



Decision Maker, to:

- Formulate recommend, and implement strategies to build organizational strength and grow financial assets.
- Determine / guide operational courses of action to sustain organizational strength and momentum

Manager, to:

- Presents and oversees the delivery of relevant, quality programs with knowledgeable, enthusiastic and consistent service delivery staff
- Oversee operations and ensure optimum service delivery and administration
- Implement plans and evaluate progress
- Oversee the organization's human resource function to ensure competence and excellence
- Oversee the organization's financial and physical resource functions to ensure ongoing vitality
- Maintain responsible membership with the YWCA USA and active links the World YWCA

Promoter, Advocate and Collaborator, to:

- Steadily increase member/client, and public knowledge of YWCA strengths and accomplishments, and attract and involve new members/supporters, and renew increasing numbers of supporters
- Represent and effectively communicate the organization to the public, the media, grant makers and current and potential donors throughout the communities being served
- Make visible and forward the YWCA public policy agenda
- Network with YWCA and other nonprofit sector service and advocacy organizations, locally, regionally and nationally

QUALIFICATIONS

The Executive Director must be a strong, articulate and charismatic leader with excellent leadership, communication, financial, supervision, outreach and fundraising skills. Key elements of this position are: overall knowledge and experience in nonprofit governance, management, compliance and finances, board relations and management, development strategy and implementation, program design and delivery, proper use, management, security and maintenance of the facilities; and assuring the YWCA is recognized as an organization committed to its mission by serving as a knowledgeable resource to the media and community at large. An understanding of and passion for the YWCA mission and our social change work are required.



The successful candidate will have the highest moral and ethical standards, self-accountability and confidence. H/She will be a creative self-starter and a team leader/player with excellent organizational, speaking, and writing skills. H/she needs to feel comfortable speaking to large groups, managing teams, chairing committees, and working independently; and modeling energy, passion and strong work ethic.

REQUIRED QUALIFICATIONS

- Bachelor's degree in the fields of business, leadership, education, human services, or related fields;
- Demonstrated success in leadership, communication, and financial management;
- Five years of increasingly responsible administrative experience, at least two of which must have been at an executive level in a management and fundraising capacity

PREFERRED QUALIFICATIONS

- Master's degree in same fields as noted above;
- Experience in nonprofit service, fiscal, grant, contract, public relations and human resources management, or community leadership is a must;
- Demonstrated leadership/track record in fundraising and capacity building.

COMPENSATION AND BENEFITS

The YWCA offers competitive compensation and benefits relative to organizations of its size and mission.

SCHEDULE OF EMPLOYMENT

The Executive Director appointment begins December 1, 2017.

PLEASE NOTE: Due to the nature of the YWCA's work, all employees undergo a background check. The YWCA is an Equal Opportunity Employer

APPLICATION INFORMATION

For consideration, please submit a cover letter and resume to the attention of the Search Committee (via email only) by September 22, 2017 to: ywcahamiltonohioceo2017@gmail.com . Please email any questions to ywcahamiltonohioceo2017@gmail.com and include your phone number in the query.