



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Job Announcement
West Contra Costa Executive Director

The Y is a powerful association of people of all ages and from all walks of life joined together by a shared passion: to strengthen the foundations of community.

The Y is a cause-driven organization, and the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

The YMCA East Bay is made up of a team that provides community service and collaborates with partners of other agencies. The diverse staff demonstrates teamwork through the quality and commitment of the employees offering quality programs. The staff believes in the mission, is committed to helping children and families and strive to make a difference in serving the community.

POSITION SUMMARY:

The YMCA EB seeks a leader who has or has built a strong community identity, is collaborative and communicative, transparent and respectful of employees. A knowledgeable, passionate person with fire in their heart about what the Y accomplishes is essential.

The new ED will lead the development and operations of the following program areas: Y-Team school-based health services, community school's teams, extended learning program for school age sites and summer programs. Recruits, trains and supports assigned leadership staff. Provides liaison to management and board.

The Executive Director reports to the CEO of the entire East Bay YMCA.

ESSENTIAL FUNCTIONS:

1. Continue to develop a staff in expanding communication and other skills, recognizing employee strengths and empowering the team.
2. Develop an effective operating plan for all related programs and services. The ED will advocate for programs to serve the community and to advance the agency in building the "brand."
3. Skillfully continue, increase and develop program performance measurements that monitors and reports a program's progress and accomplishments, using evaluation analysis to prove the quality and impact of all programs.
4. The ED will connect the Y staff with partnerships that see a community with a vision of impact and hope by establishing positive strategic community relationships in the midst of a pre-existing strong historic partnerships.
5. Implements long-term and situational strategies.

6. Develops and controls department budgets related to the position. As in a traditional business model, will manage contracts, budgets, fiscal priorities and management of administration
7. Hires, trains, coaches, and supervises lead staff assigned areas. Facilitates communication and provides leadership, modeling relationship-building skills (including Listen First) in all interactions within a multi-cultural staff team.
8. Provides leadership and support to the annual fundraising campaign and volunteer committees/ boards as assigned.
9. Assures compliance with state and local regulations. Ensures that program standards are met and safety procedures are followed.
10. Ensures high quality member-focused programs through innovative program development, evaluations and on-going training of staff.
11. Provides data and reports as required for assigned programs.

YMCA COMPETENCIES (Multi-Team Leader):

Mission Advancement: Reinforces the Ys values within the organization and the community. Effectively communicates the benefits and impact of the YMCAs efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

DESIRED OUTCOMES:

1. Develops a strong, professional program management team.
2. High impact programming achieves desired organizational qualitative outcomes.
3. Develops positive strategic relationships with key partnerships, including school district, city, county and state leaders.
4. Becomes the 'preferred partner' for the West Contra Costa Unified School District.
5. Meets and improves upon all regulatory requirements for various programs.

QUALIFICATIONS:

1. Bachelor's degree in human services, social services, or related field.
2. Four or more years of program management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct programs through supervision of volunteers and staff, development and monitoring of budgets, marketing and public relations, program development and fund-raising.

4. Successful experience with government funding sources (city, county, state and—at times—federal) in the application process, meeting regulations and reporting requirements.
5. Demonstrated successful experience with, diverse populations.
6. Proven track record of developing authentic and deepened relationships with others.
7. Ability to establish, maintain and expand collaborations with community organizations.
8. Is approachable, with listening skills, has an open-door policy, demonstrated interpersonal and leadership skills.
9. Is a visionary who thinks more widely than typically, sets high expectations, and can be adaptable.
10. YMCA Team Leader or Multi-team/Branch Leader certification preferred.
11. CPR and First Aid certifications may be required.

PHYSICAL DEMANDS:

- Visual and auditory ability to perform the essential functions of the position with or without reasonable accommodations.
- Must occasionally lift up to 25 lbs.

To apply, please follow the directions below. Please respond the following way via email:

- **In the Subject line** of the email put your **Last name and YMCA EB**
- Email a word or pdf document of your **resume and a cover letter**, in separate documents to: **candidate@janssenrecruiting.com**
- Please include your LinkedIn profile URL **and** where you saw the job posting
- Your candidacy will be held in the strictest confidence

APPLICANTS please read this COMMUNICATION: *You will only be contacted if your skills and experience closely fit the specific requirements of this position. If you do not hear from us, we will keep your resume on file in case we can refer you to another organization. We will not release your resume or contact information without your permission. All applicants will be considered. Thank you for applying for this position.*

