



## YWCA Vermont Executive Director Position Description

### **Overview:**

YWCA Vermont has been a member of the Vermont community for over 100 years and has made a promise to strengthen our community through youth development, healthy living and social responsibility. We as an association are committed to serve everyone, regardless of age, gender and ability. The safety and well-being of each person we serve is our number one priority. Our signature program is our all girls summer camp, YWCA Vermont Camp Hochelaga, now in its 102nd year. YWCA Vermont has one main office, and one resident and day camp facility. We serve nearly 800 young women through camp and other programs.

The Executive Director is responsible for developing and managing the services provided by YWCA Vermont. This position sets the tone of the organization, creating and sustaining an environment conducive to the unity around the mission and strategic direction, forward momentum, collaboration and diversity in representation and thinking. The position of Executive Director requires sound organization development and team building skills, strong managerial capabilities and the ability to implement strategic plans and annual goals and objectives as set by the Board of Directors. The Executive Director assumes responsibility for the financial, program, and administrative management and leadership of the organization.

The Executive Director, along with the Board of Directors, works to enable the Association to meet its constitutional and legal responsibilities and to maintain requirements as a member of YWCA USA. Although YWCA Vermont is (currently) a small organization in terms of staff and programs, the Executive Director must fulfill the following functions while looking to grow the organization. This is a high-level leadership position requiring an adaptable, experienced individual with a strong ability to effectively prioritize, thrive in a fast-paced work environment, provide positive supervision for a large team, and maintain consistently professional communication with the larger community. YWCA Vermont's mission of eliminating racism and empowering women is embedded in every aspect of the Executive Director role.

### **Benefits:**

- Medical and dental insurance (75% paid by YWCA and 25% paid by employee, single only)
- PTO of 3 weeks and paid holidays
- YWCA Retirement Fund (3% contribution after employee meets eligibility requirements)
- Moving Expense Assistance

### **Residency Expectation:**

Executive Director is expected to live within the Northwest region of Vermont

### **Responsible to:**

YWCA Vermont's Board of Directors

### **Qualifications:**

- Strategic leadership experience with demonstrated experience in determining future wants and needs of an organization and the ability to set in place necessary infrastructure to realize objectives.
- Strong interpersonal skills with proven ability to meet and to relate to all people with ease.

- Extensive experience in working with financial statements, budget setting, fundraising, and grant writing resulting in significant funding.
- Minimum 3 years management experience in the non-profit and/or business sector with experience supervising people and the ability to understand and oversee a diverse range of personalities.
- Solid team player with the ability to lead and motivate people toward desired goals.
- Experience in program management, e.g., residential camp programs, non-profit organizations, social service organizations.
- Demonstrated fundraising effectiveness as it relates to program and development activities.
- Ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, and procedures.
- Excellent organizational skills, detail-oriented, disciplined, self-starter with exceptional problem solving abilities.
- Bachelor's Degree.
- Previous **Executive Director** experience a plus or equivalent work experience.

**Duties and Responsibilities:**

**STRATEGIC PLANNING & PROGRAMMING MANAGEMENT**

- Provides overall leadership of staff in all aspects of managing the organization including development and execution of plans, policies, programs, activities, grants, and related business.
- Administers the operation of the organization as a whole, including ensuring contractual efficiency, overseeing that official records of YWCA Vermont are retained, maintained, and protected, and maintenance and security of YWCA facilities.
- Supervision of the Camp Director in regards to responsibility for employment, supervision, training of YWCA's staff to carry out YWCA programs; termination of employees.
- Responsible for administration of personnel policies.
- Works in conjunction with YWCA staff to research, develop and create programming that is aligned with the mission of YWCA Vermont. Provides leadership and management for the programs; reviews and evaluates the results of program activities.

**FISCAL MANAGEMENT**

- Works to increase YWCA Vermont's financial assets to maximize and assure continuing fiscal viability.
- Oversees the YWCA Vermont endowment funds in conjunction with the Finance Team and Board of Directors.
- Oversees the financial management of the organization, manages the approved annual budget, ensures targets are met and provides for appropriate controls and accountability of all funds, physical assets and other property.
- Oversees analysis and strategy development as necessary to keep a balanced budget in order to meet financial obligations.
- Oversees data entry/bookkeeping, maintains accounting, financial, tax records and prepares financial statements in accordance with YWCA Vermont Financial Policies & Procedures and reports to the Board of Directors and its appropriate committees.

**HUMAN RESOURCE MANAGEMENT**

- Coordinates yearly benefits for health, dental and retirement.
- Coordinates all aspects of unemployment and adheres to all labor laws.
- Ensures the accuracy of all new hire paperwork.
- Ensures that business insurance is accurate and up to date.
- Completes all audits for workers compensation insurance on an annual basis.
- Completes PCI Compliance on a yearly basis.

**DEVELOPMENT & FUNDRAISING MANAGEMENT**

- Coordinates fundraising efforts including capital campaigns and development initiatives as directed by the board.

- In conjunction with the Assistant Director of Development, searches for and oversees the application process for grants which meet set guidelines and organizational goals.
- Oversees grant budget development, monitoring, reports and audits as needed.
- In conjunction with the Assistant Director of Development, provides leadership in fundraising, events management, and partners with the board to execute the Development Strategic Plan, with the board sharing responsibility, develop and implement a fund development plan, including donor cultivation, annual giving, and planned giving and grant objectives.

#### **COMMUNICATION MANAGEMENT**

- Effectively represents and communicates the organization to the public, the members, the media, grant makers and current and potential donors.
- Manages marketing and public relations efforts within the community for YWCA Vermont, Camp Hochelaga and other programs as directed by the board, aligning all efforts with the YWCA mission.

#### **PHYSICAL DEMANDS**

- Position may include some travel, sometimes overnight, to YWCA USA meetings, seminars or conferences. Must have own automobile, insured for business usage. May also require periodic evening and weekend hours.

#### **WORK ENVIRONMENT**

- Work at the YWCA Vermont office in Williston, and at Camp Hochelaga in South Hero, Vermont, and at other accessible locations to meet the needs of YWCA program participants and the public. Working remotely is an option.

Performs special projects and other duties as required or assigned.

YWCA Vermont, Inc. does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

YWCA Vermont | 34 Hochelaga Road, South Hero VT 05486 | 802.372-4510  
www.ywcavt.org | contactus@ywcavt.org