

**POSITION DESCRIPTION
EXECUTIVE DIRECTOR
YWCA – Watsonville**

Job Title: Executive Director 1.0 FTE
Reports to: Chair of the Board of Directors
Location: Watsonville, California
Exemption Status: Exempt, Full time

ABOUT THE ORGANIZATION

The YWCA of Watsonville (YWCA-W) has a long-standing history of serving women, girls, children and families in our community. Our Mission is to “*eliminate racism, empower women and promote peace, justice, freedom and dignity for all.*” First established in 1929 to develop girls’ leaders and promote community services, the YWCA-W incorporated as a 501(c)(3) in 1952 to address the needs of the Pajaro Valley. Over the years, our programs have changed in emphasis and outreach, but our abiding vision has remained the same: addressing the needs of the community and developing strong women leaders.

JOB SUMMARY:

Reporting to the Board of Directors, the Executive Director (ED) has overall operational responsibility for the YWCA – W’s administration, staff, programs, and the execution of its mission.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Leadership & Management:

- Collaborate with the Board of Directors to identify, create and implement plans to strengthen the organization and its programs.
- Collaborate with community partners to build strong relationships to support children and families in the region.
- Identify, recruit, train, supervise and develop the talents of employees. Ensure compliance with federal and state personnel regulations.
- Collaborate with State Early Education programs and other community partners to grow, expand and sustain the Early Education programs supported by the YWCA – W.
- Reestablish and strengthen the highly regarded YW-Teen Program, which is primarily focused is on middle school age girls.
- Evaluate and monitor programs’ financial health and quality to meet children, teens, and family’ needs.
- Effectively manage the organization’s resources with high standards of excellence, integrity and accountability.
- Manage operations, administration, facilities, and systems ensuring that the organization is financially stable, that it meets its obligations, and that organizational practices comply with regulatory and legal requirements.
- Demonstrate excellent understanding of finance-related policies, practices, and tools.
- Prepare and administer the annual budget and provide monthly fiscal reports to the Board.
- Develop and maintain communication with government agencies, community partners and the public.
- Able to make tough, prudent and responsible choices among many important goals and aspirations.
- Promote a culture of equity, transparency and collaboration throughout the organization.

Board Relations:

- In collaboration with the Chair of the Board, develop, maintain, and support a strong and engaged Board of Directors.
- Work in close and collaborative partnership with the Board of Directors to implement the Board's policies and to design the organization's planning processes.
- Engage the Board of Directors in the development and implementation of fund development activities.

Fund Development

- Develop and successfully implement plans to ensure that the organization has the resources it needs to fulfill its mission.
- Supervise and ensure compliance with all awarded contracts and grants, including submitting funder reports in accordance with reporting requirements and deadlines.
- Identify potential sources of support and expand local revenue generating and fundraising activities to support programs and operations.
- Plan and direct fund development activities and manage the development of grant applications and corporate giving proposals.
- Actively engage and energize volunteers, board members, event committees, alumni, partnering organizations, and funders.

Community Relations & Communications:

- Participate in advocacy efforts for children, youth and families at the local, state and national levels.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of continuing to build a strong organizational identity and inspire support from the community.
- Be the external presence that publishes and communicates program results.

REQUIREMENTS

YWCA - W is searching for candidates who meet the qualifications described herein and who understand and bring a strong commitment to the Mission of the organization. We seek an individual who will uphold the organization's values and commitment to diversity, inclusion and equity; who is honest, collaborative and well organized; who is respectful of the cultural plurality present in our community; and who is able to strengthen an effective administrative infrastructure that ensures the sustainability of the organization.

To perform this job successfully, an individual must be able to fulfill each essential duty satisfactorily. The requirements listed below are representative of the essential experience, knowledge, skill, and/or abilities.

Minimum requirements include:

1. Financial management experience in a nonprofit organization (preferred) or a public agency.
2. Knowledge of the local Pajaro Valley community.
3. Work experience in early education is highly desirable.
4. Excellence in organizational management with the ability to supervise and develop staff, set and achieve strategic objectives, and manage a budget.
5. Computer literate; proficient in office management software.

6. Proficient in social media tools.
7. Strong written and verbal communication skills in English and Spanish are highly desirable.
8. Ability to build and cultivate board member relationships.
9. Ability to work effectively in collaboration with diverse groups of people.
10. Effective organizational and time management skills, adhering to organizational priorities.
11. Follow through and attention to detail.
12. Self-starter, able to set and meet goals to achieve desired results.
13. Ability to think independently within the scope of the position, make decisions and use good judgment and discretion in the decision-making process.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Requires manual dexterity and the ability to sit, stand, walk, bend, stoop and lift, on occasion, objects weighing up to 50 pounds.
- Requires the ability to move around in an office environment.

WORK ENVIRONMENT:

The work environment described here is representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- Must be able to travel and provide own transportation throughout the service area and state.
- Must be able to work evenings and on weekends.

COMPENSATION

Annual salary range is \$85,000 to \$95,000 range, commensurate with candidate skills and experience.

HOW TO APPLY

- Submit letter of interest and resume to edsearchconsult@gmail.com.

Candidates selected for interviews will be asked to submit three professional references. First round of interviews may be conducted virtually. Final interview will be in person at the YWCA-W's office.

Applications will be accepted until position is filled. Interested candidates are encouraged to apply by June 15, 2023. Interviews will be conducted beginning on July 1, 2023. Anticipated start date is August 1, 2023.

**YWCA IS ON
A MISSION**