

YMCA OF GREENSBORO

FULL TIME VACANCY LIST

March 9, 2020

Position: Executive Director

Job Summary: This is your opportunity to lead a group of dedicated and knowledgeable staff as they work to change lives in the Jamestown community! The Executive Director, under the direction of the CEO and consistent with the YMCA's Christian mission, is responsible for the management of all branch operations including team member and volunteer development, strategic planning and financial development. The successful candidate will lead the branch in ways that encourage staff engagement, and diversity and inclusion for everyone. In addition, every position in the YMCA of Greensboro is responsible for demonstrating welcoming, nurturing and commitment to all who pass through our doors and for modeling behaviors that reflect the four pillars of character – caring, honesty, respect and responsibility.

Required qualifications:

- **Education/Training:** Bachelor's degree from four-year college or university and a minimum of five years related experience and/or training; or equivalent combination of education and experience. YMCA Multi-Team Leader Certification or ability and willingness to work toward achieving certification within 12 months of hire. CPR/AED, First Aid and Blood Borne Pathogen training required upon hire and must remain current throughout employment.
- **Fiscal Management:** A proven track record of budgetary and/or program budgetary responsibility and sound fiscal management skills.
- **Program/Membership:** Oversee and manage all aspects of day to day operations and consistently deliver a high-quality member experience. Create and evolve a high-quality program and service portfolio that meets the current and future needs of the community with financial, human and capital resources.
- **Decision Making:** Proven ability to have initiative, good judgment and ability to make decisions independently. Ability to proactively identify problems, plan for and execute solutions for the desired outcomes, involving others as needed to move the Y forward.
- **Communication/Public Relations:** Strong public relations skills with excellent written and oral presentation skills. Ability to develop and/or strengthen community relationships and partnerships. Ability to communicate effectively and appropriately to all socio-economic levels in the community and staff using written, verbal and non-verbal methods.
- **Board relationships:** Successful experience interacting with Board and leading financial development/ fundraising activities. Ability to effectively present information and respond to questions from groups of managers, clients, customers, the Board of Directors/Board of Managers and the general public.
- **Technical Skills:** Strong working knowledge of Microsoft Office and ability to learn organization-specific applications.

Preferred qualifications:

- Experience with budgetary responsibility of \$1.5 million or greater.

Branch: Ragsdale Family YMCA **Supervised by:** CEO

Date Posted: 2/24/20 **Closing Date:** 3/16/2020

Starting Range: \$68,267 - \$85,334 commensurate with experience

Regular Hours: Monday through Friday, 8 AM – 5 PM with frequent nights or weekends

To Apply: **Internal candidates** should submit a cover letter, resume and reference list to Sherri Self, Human Resources Director at sherri.self@ymcagreensboro.org. **External candidates** should submit an application for employment with a cover letter, resume and reference list to the same address.

To apply for a posted position, interested employees should forward a resume to the designated contact person for the specific position. The contact person will notify all applicants (internal and external) of their status as soon as a decision can be reached.