



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

MINOT FAMILY YMCA JOB DESCRIPTION

Job Title: Executive Director
Incumbent:
Reports to: Board of Directors

Department: Administration
Revision Date: 7/28/2022

POSITION SUMMARY:

The Executive Director reports to the Board of Directors and has the leadership responsibility for the Association's strategic direction, financial stability, community relations, staffing, development, planning, training, facilities, operations, communications, and technology systems. The Executive Director is also responsible for day-to-day general administration of the branch including staff supervision, budgeting, expense control, income generation, program development and quality control, board and committee development, community relations, collaborations, long-range planning, and facility maintenance. This position provides direction and leadership for the achievement of Association goals in accordance with the policies, procedures and standards established by the Board.

ESSENTIAL FUNCTIONS:

1. Directs, Partners with the governing board to set the organization's policies, goals, and strategic direction. Implements its policies, plans and directives, and reports on matters affecting the welfare of the association.
2. Provides leadership in securing needed resources for current operations, capital improvement, community development and long-range financial stability. Oversees the long-range development of the association's resources. Ensures fundraising activities and strategies are sufficient to support the Y's charitable needs.
3. Initiates and fosters relationships with all constituents through a systematic cultivation plan designed to increase support of the Y. Maximizes community partnerships, engages volunteers, and cultivates and solicits top donors and community leaders. Interprets the purpose and programs of the Association.
4. Directs the development of the strategic plan and assures the accomplishment of organizational goals and objectives.
5. Intentionally uses change as a strategy to expand options and opportunities and better leverage Y resources and capabilities. Oversees YMCA operations and programs and works with the board and staff to anticipate and address community needs. Fosters a climate of innovation to develop member-focused programs. Spearheads the development, communication and implementation of effective strategies and processes.
6. Creates successful change by aligning structures, systems, and processes that are linked to the change. Directs the staff to carry out initiatives, assignments and programs under the approved strategic plan and annual budget. Ensures a positive workplace culture and an effective staff organization.
7. Communicates and collaborates with government, schools, other not-for profits,

corporations, and other organizations in the community. Interprets the work of the YMCA to the community and ensures its cause, vision, values, and goals are understood. Executes strategic alliances with other Ys, community organizations, and global partners to benefit the community (e.g., state alliances, health care facilities, schools).

8. Develops and maintains excellent relationships within the community and the Association, as well as within the state, regional, national, and international YMCA movements.
9. Recommends annual budget for board approval. Ensures prudent fiscal management, reporting and controls. Oversees financial operations.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change, models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

QUALIFICATIONS:

1. At least 21 years of age required.
2. Bachelor's degree human services, business administration, related human service field or equivalent combination of education and experience.
3. Minimum of 5 years broad management experience, preferably in the YMCA and/or not-for-profit sector, including strategic planning, board and volunteer development, philanthropic development, and multi-site operations with direct supervision of multiple levels of staff and employees.
4. YMCA Organizational Leader certification required within three years from date of hire.
5. YMCA Multi-Team Leader Certification preferred.
6. Certifications required within 30 days of hire: CPR/AED and First Aid.

7. Complete and maintain YMCA program-specific and trainer certifications within 3 months of hire or as available.
8. Insight and skill to effectively lead a voluntary, not-for-profit organization within a complex internal and external environment.
9. Ability to attract, retain, lead, and motivate quality staff and volunteer leadership.
10. Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of association budget, marketing and public relations, and program development.
11. Knowledge and understanding of community resources and the ability to engage and partner these resources with the YMCA to meet strategic objectives.
12. Ability to respond to facility as needed outside the traditional facility hours. This position requires 24/7 availability, with an understanding that life and career balance are a priority.
13. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
14. An understanding of the national and international relationships of the YMCA is preferred.
15. This individual must familiarize themselves with YMCA rules and policies within 30 days of employment. Since this position is dealing directly with members, program participants, volunteers, and staff in a position of authority, above-average verbal communication skills are required.

WORK ENVIRONMENT & 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 disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl, and talk and hear.
- The employee must occasionally lift and/or move at least 20 pounds.
- Sufficient strength, agility, and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations. In this position, this person will not frequently be required to work in outside weather conditions.
- May frequently be exposed to wet and/or humid environments.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Acute hearing skills are required. The noise level in the work environment is usually moderate.

SIGNATURE:

I have read the job description and the principal activities it outlines and will abide by and accept the terms of employment outlined for the position at the Minot Family YMCA. I understand that this document may not be all-inclusive, and duties may be modified when deemed appropriate by management.

Employee's name

Employee's Signature

Date