



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BRANCH EXECUTIVE DIRECTOR

Job Title: **Branch Executive Director**

FLSA Status: Exempt

Reports to: SVP/COO

Revision Date: 11/21/18

POSITION SUMMARY:

Oversees the total operation of a YMCA branch, including membership, marketing, programs such as teen and young adult advancement association-wide, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

ESSENTIAL FUNCTIONS:

1. Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops, maintains, and models collaborative relationships with community agencies in service delivery area.
2. Creates direction on operations of Teen and Young Adult Advancement efforts association-wide serving youth ages 13-26 along with the Teen and Young Adult Advancement Manager.
3. Coordinates the development of the Teen and Young Adult Advisory Council and assigned committees. Directs the volunteer (policy and program) activities of the branch.
4. Directs the financial development activities of the branch, including annual campaigns, capital campaigns, endowment/planned giving, and special event support.
5. Oversees the hiring, training, and supervision of staff.
6. Develops, manages, and monitors the branch operating budget and meets or exceeds budget targets.
7. Directs branch strategic planning efforts and develops the annual operating plan of the branch.
8. Develops and directs high quality relationship-based member engagement strategies. Models relationship-building skills in all interactions with staff, volunteers, members, and the community.
9. Fosters a climate of innovation to develop member-focused programs, which support the Y mission, goals, and strategies.
10. Ensures the safety and maintenance of high quality programs, facilities, grounds, and equipment.
10. Directs branch marketing and communication efforts to effectively communicate benefit to the community.
11. Serves as a member of Y management and supports the overall objectives of the YMCA.

YMCA COMPETENCIES (MULTI-TEAM/BRANCH LEADER):

Mission Advancement: Reinforces the Ys values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's 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.

QUALIFICATIONS:

1. Bachelor's degree in human services, social services, business or equivalent.
2. Six or more years of management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of branch budget, marketing and public relations, and program development.
4. Experience in management and development of volunteer involvement; ability to recruit top community leaders.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Proven track record of developing authentic relationships with others.
7. Ability to establish and maintain collaborations with community organizations.
8. YMCA Multi-Team or Branch Leader certification preferred.
9. CPR and First Aid certifications may be required.

Applicants Name (printed)

Date

I have read and understand this position description and believe I am capable and qualified to handle the position as presented.

Signature: _____