Associate Executive Director
YMCA OF WASHINGTON COUNTY

Job Title: **Associate Executive Director**

FLSA Status: Exempt
Supervises: Department Directors

Reports to: CEO
Revision Date: 08/13/2021

Leadership Level: Organizational Leader
Primary Function/Department: Association Office

**POSITION SUMMARY:**
This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Associate Executive Director at YMCA of Washington County serves on the CEO’s senior leadership team and ensures successful operation of the YMCA branches. The Associate Executive Director also positions the Y as a community convener and collaborator to address critical social issues. This is a full-time salary position overseeing the Branch locations of the YMCA of Washington County. The Associate Executive Director will require a highly organized and effective communicator. This position will be responsible for growing corporate memberships, annual campaign donors and assist in organizing special events at all locations. The Associate Executive Director will work closely with community partners to expand the YMCA of Washington’s impact and programs.

**OUR CULTURE:**
Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

**ESSENTIAL FUNCTIONS:**

1. Supervises department directors to assure sound operations. Maintain branch organization through recommendations of changes in branch policies, operating procedures or processes. Addresses the root cause systemic issues rather than the symptoms.

2. Provides leadership and direction to the branches by coaching directors and by providing overall direction to the branch boards and volunteers. Oversees, directs the volunteer activities (policy and program) and tracks all aspects of the YCMA of Washington County volunteers.

3. Partners with the board and community to ensure the Y is identifying and meeting community needs effectively. Attends monthly board meetings and regular advisory committee meetings. Attends city council meetings to make event requests as necessary. Develops and collaborates with local service clubs and agencies.

4. In collaboration with CEO, develops annual branch and departmental budgets, goals and strategies. Monitors monthly financial reports to assure that revenue targets are met and expenses are controlled.

5. Ensures the operational growth of the YMCA of Washington County through program expansion, member recruitment and retention, pricing strategies, new site development, collaborations, mergers

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and acquisitions. Guides the organization to make tough choices about what to start, stop and continue.
6. Effectively communicates community benefit and the Y’s impact for all stakeholders (e.g., staff, volunteers, members, and community leaders) develops positive working and collaborative relationships with other organizations, businesses, and governmental entities.
7. Promote, recruit and develop corporate membership programs, school district collaborations and innovative programs to reach new and underserved members of Washington County.
8. In collaboration with program directors, develops, assists, and supports various community and special events.
10. Represents the CEO in the community as needed.

QUALIFICATIONS:
• Bachelor’s degree in human services, business, social services or equivalent; Master’s degree preferred.
• YMCA Organizational Leader certification preferred.
• Eight or more years of professional experience in a YMCA or other nonprofit agency preferred.
• Knowledge and experience in all aspects of operations, including staff supervision and development, membership practices, program development and implementation, volunteerism, facility and property management and financial practices.
• Firm understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.
• Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track record of building authentic, constructive relationships with others.
• CPR and First Aid certifications required within 30 days of hire.

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 must occasionally lift and/or move up to 10 pounds.
• Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
• The noise level in the work environment is usually moderate.

SIGNATURE:
I have reviewed and understand this job description.

__________________________________ _________________________________
Employee’s name     Employee’s signature

Today’s date: ______________________
The Y: We’re for youth development, healthy living, and social responsibility.