

**YWCA MALDEN JOB POSTING
FOR THE POSITION OF EXECUTIVE DIRECTOR**

The YWCA Malden Executive Director functions as the chief executive officer of the organization. In this capacity h/she must be a strong, articulate and charismatic leader with excellent supervision, outreach and fundraising skills. Overall knowledge and experience in nonprofit governance, management, compliance and finance, board support and management, development strategy and implementation, program design and delivery, plant management, and public relations are all key elements of the position. An understanding and passion for the YWCA mission and our social change work are required.

The successful candidate will have the highest moral and ethical standards, self-accountability and confidence. H/She will be a creative self-starter and a team leader/player with excellent organizational, speaking, and writing skills. H/she needs to feel comfortable speaking to large groups, managing teams, chairing committees, and working independently; and modeling energy, passion and strong work ethic.

A Bachelor's degree is required; an MBA or advanced degree is preferred.

Five years of increasingly responsible administrative experience, at least two of which shall have been at an executive level in a management and fundraising capacity.

Experience in nonprofit service, fiscal, grant, contract, public relations and human resources management a must.

Demonstrated leadership/track record in fundraising and capacity building.

COMPENSATION AND BENEFITS

The YWCA offers competitive compensation and benefits relative to organizations of its size. The current operation budget is \$1,300,000.

PLEASE NOTE: Due to the nature of the YWCA's work all employees undergo a background check.

YWCA Malden is an Equal Opportunity/Affirmative Action/Immigration Reform and Control Act/Americans with Disabilities Act Employer

APPLICATION INFORMATION

For consideration, please go to www.ywcamalden.org/careers.htm. Submit a completed application, cover letter and resume, by 10/11/2017 to: empowerment@ywcamalden.org. Please email any questions to empowerment@ywcamalden.org and include your phone number in the query.

YWCA MALDEN EXECUTIVE DIRECTOR JOB DESCRIPTION

YWCA Malden is an innovative community-based organization with a mission of Eliminating Racism and Empowering Women. The organization's unique programs are targeted to underserved low-income women, girls, and families of color in the urban community of Malden, Massachusetts.

QUALIFICATIONS

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SCOPE AND RESPONSIBILITIES

The Executive Director's key responsibilities include the following:

1. Executive/Operational

Responsible for the overall operation of the organization, including: overseeing program activities and ensuring continued high levels of quality and impact, ensuring that continuing contractual obligations are being fulfilled; allocating resources for program effectiveness and efficiency; sustaining relationships with key stakeholders, funders and promoting the YWCA throughout the community.

2. Fundraising

Responsible for overseeing all fundraising planning and implementation strategies, including working with board and staff to identify resource requirements, funding sources, strategies to approach funders and donors, submitting proposals and ensuring the security of fundraising records.

3. Board Administration and Support

Responsible for providing information, advice, and counsel to the board of directors and board committees regarding policies, programs, and strategic directions for the organization. Interface between board and staff.

4. Program, Product and Service Delivery

Oversees programs and service delivery to endure impact. Works with staff to oversee design, marketing, promotion, evaluation, delivery and quality assurance functions for programs, products and services.

5. Financial, Tax, Risk and Facilities Management

Works with finance staff to formulate and recommend the annual budget for board approval and prudently manages the organization's resources within budget guidelines and according to current laws, regulations and obligations.

6. Human Resource Management

Responsible for taking a leadership role in sustaining and supporting a well-running administrative infrastructure with a happy, healthy and high functioning work force capable of maintaining and improving the YWCA's excellent service and reputation, including: overall leadership of staff to develop and implement short- and long-range plans, policies and other related activities. Works with all staff to maximize their effectiveness and efficiency and ensures full compliance with personnel policies and procedures, current laws, regulations and obligations. Supervises and supports administrative and program management staff.

7. Outreach and Collaboration

Responsible for outreach and liaison with grantors, colleague organizations and service providers, and for developing strategic partnerships.

8. Community and Public Relations

Serves as spokesperson and assures the YWCA and its mission, programs, products and services are consistently presented in strong, positive ways to relevant stakeholders, public and media.