

Job Description

Position: Interim Executive Director

Job Definition: The Interim Executive Director is responsible for the overall operation of the YWCA Berkeley/Oakland during the period of recruitment, selection and appointment of a new permanent Executive Director.

Responsibilities:

I. Executive Officer of the Board:

Serves as executive officer of the Board of Directors, enabling it to meet its constitutional and legal responsibilities.

Primary Activities

1. Provides the guidance and necessary information to enable the Board to establish plans leading to the adoption of programs, policies and controls for the realization of the Mission.
2. With the President, plans agendas for Board meetings and ensures that the Board is organized to fulfill its responsibilities effectively.
3. Oversees the implementation of programs and policies adopted by the Board.
4. Serves as staff to designated standing committees of the Board, including but not limited to, the Executive, Nominating, Personnel, Financial Development, Asset and Program, or delegates other staff to serve as the staff resource member.

II. Financial Development:

With the Financial Development Committee, provides leadership for financial development by planning strategies for actively seeking new sources of income and for maintaining present sources.

Primary Activities

1. Shares with the Board the responsibility of seeking new sources of income.
2. Identifies, researches and writes proposals to appropriate foundations and corporations as approved by the Financial Development Committee.
3. Supports volunteers in seeking new and maintaining current individual donors.
4. Maintains records for all financial development activities.
5. Oversees all aspects of the Annual Giving Campaign.
6. Serves as staff to the fundraising activities of the Board.
7. Responsible for outreach and liaison with grantors.

III. Program Development:

Responsible for program development as outlined in the Strategic Plan.

Primary Activities

1. Provides leadership to the Program Committee, staff and students to develop and recommend planning processes through which the YWCA can establish its goals and objectives.
2. Works with staff, students and volunteers to develop new programs and to ensure implementation of program plans.

3. Keeps abreast of community needs and services not provided.

IV. Personnel and Staff Supervision:

As an agent of the Board, is responsible for the employment and termination of staff, administration of personnel policies, implementation of affirmative action plan and organization of the staff to carry out the programs of the YWCA.

Primary Activities

1. Determines appropriate staffing to carry out Association's work and programs.
2. Responsible for recruitment, hiring, orientation, training, supervision, leadership development, evaluation and development of staff and volunteers.
3. Works with the Personnel Committee to ensure that the legal requirements of the employer are met; develops, recommends and reviews personnel policies.
4. Represents staff concerns to the Personnel Committee.
5. Maintains all personnel records.

V. Financial Management:

Responsible for operational financial management of the Association.

Primary Activities

1. Works with the Asset Committee to develop and carry out policies as related to the general operating fund and the investment accounts.
2. Carries primary responsibility for all financial matters - budgets, financial statements, cash flow, prudent management and monitoring of all resources, expenses, income and investment accounts within budget guidelines and according to current laws, regulations and obligations.
3. Coordinates annual audit, prepares requested materials and implements auditor's recommendations.

VI. Public Relations:

Shares with the Board in publicizing the role of the YWCA.

Primary Activities

1. Represents the YWCA in the community and on campus, providing strong, positive messages about the YWCA, its mission, programs, products and services to relevant stakeholders, public and media.
2. Plans and coordinates the design, publication and distribution of the program brochure.
3. Plans for and coordinates the publication of Under One Roof newsletter.
4. Oversees print and electronic media presence and assigns staff as needed.
5. Plans and coordinates targeted outreach to all our diverse constituencies.
6. With the President, serves as the primary contact for all external media.

VII. YWCA Leadership:

1. Represents our local YWCA at the regional and national levels.
2. Assumes NAYE or national roles as needed, with approval of the Executive Committee.

VIII. Building Management:

1. Working with the Asset Committee, carries responsibility of all aspects of the operation of the physical plant, internal and external, including all repairs, maintenance and future needs.
2. Carries the responsibility for all contractual agreements and relationships with tenants.

3. Responsible for all aspects of leasing sections of the building. Work with a realtor, if needed, research potential tenants, and work with an attorney to develop a lease.
4. Enforcement of lease.

IX. Membership:

1. Is a member of the YWCA Berkeley/Oakland.

Accountability: Board of Directors

Hours of Work: Full time or as negotiated, 12 months per year. Time off as per the Association Personnel Policies.

Qualifications:

1. Administrative experience and skills, including governance, finance, personnel, program and financial development background.
2. Commitment and enthusiasm to the mission and goals of the YWCA.
3. Strong organizational ability.
4. Ability to handle multiple tasks, setting priorities.
5. Master's Degree in Social Welfare, Public Administration or related field, or alternative experience.
6. Experience and ability in working with groups; sensitivity to cross-cultural issues.
7. Experience in YWCA work desirable.
8. Experience working with volunteers and Board of Directors.
9. Familiarity with the Bay Area desirable.
10. Computer competent.
11. Enthusiasm for and strong commitment to the YWCA mission and goals.
12. Strong leadership skills.
13. Experience in fundraising, capacity building, budgeting, and asset management.
14. Five years experience in nonprofit management.

The successful candidate will have high ethical standards, self-accountability and confidence. They will be a creative self-starter and a team leader/player with excellent organizational, public speaking, and writing skills. They need to feel comfortable speaking to large groups, managing teams, chairing committees, and working independently, and modeling energy, passion and strong work ethic.

X. Compensation and Benefits

The YWCA offers competitive compensation and benefits relative to organizations of its size.

XI. Schedule of Employment

The Interim Executive Director appointment begins upon appointment, and will likely extend through March 31, 2022, possibly further.

XII. Application Information

For consideration, please submit a cover letter and resume.

Please email any questions to Marilyn Cleveland, Board President, YWCA Berkeley/Oakland at marilynjcleveland@gmail.com or Mary McCosker, chair of the Personnel Committee, YWCA Berkeley/Oakland at msm102746@aol.com and include your phone number in the query.

