

## Job Description

### Position: Executive Director

**Job Definition:** The Executive Director is responsible for the overall operation of the YWCA Berkeley/Oakland.

### 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. Collaborates with the Board of Directors to identify, create and implement plans to actualize the Association's mission and Association-wide goals.
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 policies adopted by the Board.
4. Serves as staff to designated standing committees of the Board, including but not limited to Executive, Nominating, Personnel, Financial Development, Asset, and Program, or delegates other staff to serve as the staff resource member.

#### II. Financial Development:

In conjunction with Board, staff, and grant writing consultant, identifies potential sources of income and organizes fundraising opportunities.

#### Primary Activities

1. Cultivates major donors by actively engaging in the community.
2. With fund development staff or consultants, identifies mission and program-driven opportunities for proposals to foundations and corporations.
3. Supports volunteers to maintain current individual donors, and cultivate new contributors.
4. Oversees records for all financial development activities, including reports for

grants received.

### **III. Program Development:**

Oversees, supervises and coordinates program development in alignment with our mission.

#### **Primary Activities**

1. Coordinates, oversees, and leads development and implementation of programs that focus on the mission by program directors, staff, students and volunteers, in collaboration with the Board.
2. Ensures quality programs that address the needs of program participants.
3. Works collaboratively with other community agencies to build program partnerships.

### **IV. Personnel and Staff Supervision:**

Identifies, recruits, trains and develops a team of senior staff who can lead critical programs and manage strategic initiatives set out by the Board of Directors and ensures the fulfillment of all human resources legal requirements.

#### **Primary Activities**

1. Implements the affirmative action plan.
2. Handles hiring and termination of staff, according to the administration of Personnel Policies.
3. Recruits, hires, orients, trains, supervises, and evaluates staff (including leadership development) according to Personnel Policies.
4. Reports to the Personnel Committee any staff grievances filed. Develops organizational culture and promotes transparency and collaboration throughout the Association.
5. Oversees the Operations Director's human resources functions, including, meeting the legal requirements of the employer; keeping employee records, implementing, reviewing and suggesting any changes to the personnel policies, and providing training on volunteer development and recognition.

### **V. Financial Management:**

Carries responsibility for operational financial management of the Association.

### **Primary Activities**

1. Carries 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, and expenses
3. Identifies potential risks and opportunities within the Association and its environment to protect the interests of the Association. i.e building maintenance and other internal and external issues.
4. Assures that the bookkeeper will make available all requested materials for the annual audit, and that staff and board implement the auditor's recommendations.

### **VI. Public Relations:**

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

### **Primary Activities**

1. Represents the Association in the community and on campus, providing strong, positive messages about the Association, its mission, programs, products and services to relevant stakeholders, public and media.
2. Oversees and coordinates the marketing of the Association including design, publication and distribution of the program brochure, newsletters and other communications. Oversees all print, social, and electronic media.
3. Oversees planning and coordination of targeted outreach to all our diverse constituencies.
4. Serves, with the President, as the primary contacts for all external media.

### **VII. YWCA Leadership**

Represents our local Association at the regional and national levels.

### **Primary Activities**

1. Assumes NAYE or national roles as needed, with approval of the Executive Committee.

## **VIII. Building Management**

Oversees Operations Director's responsibilities for all aspects of the operation of the physical building, internal and external, including all repairs, maintenance and future needs; all contractual agreements and relationships with tenants, all aspects of leasing sections of the building, including enforcement of leases.

### **Primary Activities**

1. Responsible for signing contracts and lease agreements.
2. Works with Board committees to identify and develop sources of funding for building repair and upgrades.

## **IX. Membership:**

Is a member of the YWCA Berkeley/Oakland.

## **X. Compensation and Benefits**

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

## **XI. Schedule of Employment**

The Executive Director's term begins upon appointment, and the Executive Director serves at the will of the Board.

**Accountability:** Board of Directors

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

### **Qualifications:**

- Administrative experience and skills, including governance, finance, personnel, program and financial development background.
- Commitment to and enthusiasm for the mission and goals of the Association.
- Five years of experience in nonprofit management.
- Strong organizational ability.
- Ability to handle multiple tasks, setting priorities.
- Master's Degree in Social Welfare, Public Administration or related field, or equivalent

experience.

- Experience and ability in working with gender and racial justice issues; understands intersectionality.
- Experience in YWCA work is desirable.
- Experience working with volunteers and Boards of Directors.
- Familiarity with the Bay Area is desirable.
- Computer competent.
- Strong background in operations and fundraising, budgeting and financial management with proven success creating and executing strategies and plans that will increase overall Association performance, consensus and positive Association outcomes.
- Exhibits strong leadership, collaboration and facilitation skills.
- This on-site position is located in Berkeley, CA. Additional travel may be required.

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