

President / CEO

304 North 8th Street, St Joseph, MO 64501

The President / CEO position for the YWCA in St Joseph, MO is looking for a qualified professional with a background in a non-profit industry. The position will report to the Board of Directors and is responsible for effective and forward-looking YWCA administration, services and advocacy. The President / CEO will create and sustain an environment that reflects the mission and strategic direction of the St Joseph YWCA. Primary responsibilities include but are not limited to:

Primary Duties and Responsibilities:

Vision and Strategic Development:

Support the YWCA St. Joseph Missionary vision. Leads the strategic planning process with annual operating plans approved by the Board and communicate to staff. Nurtures a culture that encourages teamwork, innovation, inclusion and respect for racial and cultural diversity.

Board Relationship:

Provides guidance and information leading to planning, programs and policy adoption; oversees the implementation of adopted plans, policies and programs. Serves as ex-officio member on all board committees; serves as the primary liaison to the Board. Keeps the Board informed on financial matters, leadership matters, major programmatic matters and all functions that may pose opportunity or risk to the organization. Works with the Nominating Committee to identify candidates for leadership that reflect the diversity of the community and include representation of women under thirty.

Community Partnerships and Advocacy:

Serves as primary liaison with YWCA USA; maintains requirements as a member association of the YWCA USA. Maintains relationships as a United Way partner agency, throughout the community and with other organizations as required. Represents and acts as “the face” of the organization to a variety of community organizations and non-profits. Builds and maintains relationships with civil and government leaders. Gives presentations about the YWCA work and mission. Represents the organization to representatives of the media. Works to promote the organization through a variety of social media formats.

Financial Management / Fund Development:

Works with staff and Board Operations Committee to prepare a comprehensive annual operating budget. Ensures adequate funding to sustain and expand the mission of the organization and to maintain facilities. Provides regular financial reports to Board and maintains financial controls. Oversees annual giving, fundraisers, grant applications, and capital campaigns.

Team Leadership:

Provides leadership for staff in maintaining a positive, mission driven work environment that welcomes creativity and innovation. Balances a culture of service and accountability. Assures that staff have access to professional development and leadership training. Remains current with own professional development and practices.

Program Support and Operation Management:

Consults with program leadership, program development, policies and procedures, implantation, funding and staffing issues. Provides program support including crisis intervention and direct service, as trained and appropriate. Oversees the evaluation of the organization's programs and services. Manages risk and legal commitments for the organization. Assists on an as needed basis with the recruitment, interview and selection process of staff members. Oversees the implementation of the human resources, policies, procedures and practices.

Facilities Management:

Assures the use, management, security and upkeep of facilities. Allocates resources for necessary maintenance as well as capital improvements.

Professional Qualifications

- Bachelor's Degree in Social Work or equivalent experience required, master's degree preferred.
- Minimum of 5 or more years of senior nonprofit management experience.
- Minimum of 3 years' experience in management and supervision of staff.
- Experience in working with a minimum of 1 million dollar budget.
- Budget management skills, including preparation, analysis, decision-making and reporting.
- Success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Must have proficient computer skills.
- Must be detail oriented and have good organizational skills.
- Ability to work with people from diverse backgrounds
- Ability to work with and lead a team-including staff, volunteers, board members, and community members.
- Strong written and verbal communications with ability to convey the mission to staff, board, volunteers, donors and the community/media.
- Program management, grant writing skills with proven results, and donor management experience.
- Knowledge of fundraising strategies and donor relations in the nonprofit sector
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders

Salary: Commensurate with experience and other qualifications.

Benefits: Full time position, benefit package, paid time off and retirement contributions.

To apply: Send resume and cover letter via email to YWCASJhiring@ywcasj.org

The YWCA of St Joseph, MO is an Equal Opportunity Employer in accordance with federal, state and local laws.