

**CENTRAL CONNECTICUT COAST YMCA**  
**Position Announcement**  
**Director of Leadership Development & Human Resources**  
**March 5, 2019**

**Position Summary:**

Position Title: Director of Leadership Development & Human Resources

Reports To: President & Chief Executive Officer

Association Name and Contact Information:

Central Connecticut Coast YMCA  
1240 Chapel St.  
New Haven, CT 06511  
P 203-777-9622  
F 203-773-8950  
[www.cccymca.org](http://www.cccymca.org)

**Salary and Benefits:**

- Salary Range: \$70,000 - \$85,000 per year
- YMCA Retirement Fund Contribution: 12% (fully paid by the Y)
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

**Description:**

The Central Connecticut Coast YMCA is seeking an experienced and successful professional who will ensure that strong candidates are recruited, oriented, developed, and retained thereby meeting the personnel needs of the Association. The successful candidate will also develop and manage the traditional responsibilities of human resource administration including policy development and interpretation, compensation and benefits, compliance, and evaluation. Special emphasis will be placed on achieving the goals presented in the Y's Real-Time Strategic Plan with a focus on preparing staff to assume greater responsibilities. The Director of Leadership Development & Human Resources will work closely with the Senior Management Team, District Executives, Branch Executives, Operations Directors, and other professional Y staff.

If you have the passion for the Y's mission, an ability to lead and get results, and want to join a team that is building something special, apply now for this challenging and exciting opportunity.

**Key Deliverables**

- Develop and implement leadership and development programs designed to maximize personnel competencies and preparation for advancement including individualized and group-based initiatives.
- Coordinate recruitment efforts for executive-level staff.
- Manage the personnel orientation and on-boarding programs.
- Develop and implement a comprehensive training program supporting direct-service personnel including Character Development, Listen First, Membership Sales, Praesidium Child Abuse Prevention, CPR/First Aid, Child Care Certifications. Camp Training, etc.
- Develop and manage the CCCY Planning Assemblies, Real-Time Strategic Plan (RTSP) Board Retreat, and Volunteer Celebration.
- Develop and implement an initiative leading to an increase in the number of YUSA trainers and faculty serving on the CCCY staff.
- Monitor performance evaluation systems with a special focus on goal-setting and performance appraisal.
- Serve as a consultant to staff supervisors regarding matters of employee performance improvement, progressive discipline, and separation.

- Develop and implement new initiatives and practices leading to a more diverse and inclusive work force.
- Lead the expansion of the YUSA Employee Resource Groups at the CCCY.
- Manage the SEER Staff Satisfaction Study and develop strategies for improvement in staff satisfaction and performance.
- Manage the relationship with the Y's carriers of health insurance, retirement, and disability insurance, directors and officers insurance and other employee benefit providers offering sound protection of Y employees.
- Develop and implement systems and adopt new technology leading to a paperless Human Resources and Leadership Development Department.
- Supervise the Human Resources Director who manages systems and maintains records including personnel files, health insurance benefits, retirement, disability insurance and other employee benefit providers.
- Develop and manage a budget supporting human resources and leadership development programs and services.
- Serve as a member of the Senior Management Team including the President, Vice Presidents, Annual Campaign Director, Director of Leadership Development & Human Resources, Director of Marketing & Communications, and Director of Property Management.

### **Qualifications**

- A Bachelor's Degree from an accredited college or university.
- Certification by the Society for Human Resource Management (preferred).
- At least five years of leadership experience in the field of leadership development and human resource management.
- Demonstrated skills in the area of technology-based leadership development and human resource management systems.
- Demonstrated ability to work effectively with others individually and in small and diverse groups.
- Current knowledge and understanding of regulations, industry trends, current practices, and applicable laws regarding human resource management.
- Excellent written, verbal, and interpersonal communication skills.
- YMCA Organizational Leader Certification (note: candidates not already in possession of this certification have up to three years to obtain through YUSA).
- Personal values consistent with the YMCA mission.

### **Association Profile**

- The CCCY is a member of the YMCA North American Network (one of the 70 largest Ys in North America) with an operating budget of \$28M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our eight full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch, we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of \$180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is \$30,000. Our service area is a true example of the "two Connecticuts" with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
- 3,200 committed volunteers who donated 42,000 hours of service in 2018.
- 170 full-time and 1,100 part-time employees.

### **Advantages to the Area:**

City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater New Haven area includes wonderful arts and cultural opportunities in addition to the many activities offered through Yale University. We are located 1.5 hours from New York and 2.5 hours from Boston. There are beaches, access to college and professional

sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

**Websites for More Information:**

[www.cccymca.org](http://www.cccymca.org)

[www.gnhcc.com](http://www.gnhcc.com)

[www.brbc.org](http://www.brbc.org)

**Application Information:**

Submit a cover letter and resume by Wednesday, March 27 to David Stevenson, President & CEO at [dstevenson@cccymca.org](mailto:dstevenson@cccymca.org).