



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Position Announcement

Job Title: Executive Director II
Salary Range: \$84,000 – \$92,000 per year
FLSA: Exempt – Full-time

Work Location: Soundview Family YMCA (Branford, CT)
Reports To: Senior Vice President/COO
Work Schedule: Varies due to needs

A Career with a Cause:

At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. Under the direction of the Chief Operating Officer, the Executive Director will be responsible for all aspects of the Soundview Family YMCA branch. Responsibilities include leadership and direction for membership development, program operations, fiscal management, facilities, strategic development of an engaged board of managers, and leadership for the annual campaign. Program areas of focus are membership, youth development, wellness and aquatics. Strong, strategic relationships will be built and maintained with current and prospective partners inside and outside the Y that support the Real-Time Strategic Plan. This position requires vision for potential growth with strong leadership to engage stakeholders to develop and execute a plan based on community needs and opportunities. Along with creating an environment of trust and respect by empowering others and sharing authority, developing a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined is essential.

Salary and Benefits:

- Salary Range: \$84,000 – \$92,000 per year, Exempt
- YMCA Retirement Fund Contribution: 12%
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The essential functions of this position include, but are not limited to the following:

- Models and teaches the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, staff, guests, volunteers, and vendors.
- Develops and implements strategies for membership development, growth and retention.
- Develops, maintains, and facilitates positive relationships with and between volunteers, members, program participants, staff, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
- Strategic development of the board of managers and other YMCA champions to ensure responsiveness to community needs and commensurate financial support (annual and capital).
- Coordinates the development of the branch board and committees. Directs the volunteer activities of the branch. Develops strategies to increase volunteer involvement at all levels of the branch including board development.
- Achievement of fundraising goals for the Annual Campaign.
- Represents and promotes the YMCA in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develops, maintains, and models collaborative relationships with community agencies in service delivery area.
- Leadership and direction to operations directors in regards to program, equipment, and facilities operations.
- Effectively operates the facilities and all program activities. Manages the facilities on a daily basis, ensuring that regular activities run smoothly and that special programs/events run smoothly.
- Lead, support, supervise, and build the staff team in accordance with the strategic and operating plan.
- Build and manage the staff teams of each branch to ensure the branch meets all of its performance goals and ensure that the YMCA has an outstanding and effective staff.

- Continued growth in Real Time Strategic Plan goal benchmarks.
- Develops, manages, and monitors the branch operating budget and meets or exceeds budget targets.
- Directs branch strategic planning efforts and develops the annual operating plan of the branch.
- Ensures the safety, risk management, and maintenance of high quality facilities, grounds, and equipment.
- Directs branch marketing and communication efforts to effectively communicate benefit to the community.
- Assume Association Responsibilities on a Project Basis. As required, actively participate as a leader or member of Association Quality "Q" teams as assigned by supervisor.
- Serves as a member of Y management and supports the overall objectives of the YMCA.
- Participate in activities, trainings, workshops, conferences, etc., that will enhance personal and professional growth.
- Attends all mandatory meetings and trainings.
- All other duties that may be assigned.

YMCA Leadership Competencies:

- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit
- **Philanthropy:** Secures resources and support to advance the Y's work
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the organization
- **Communication & Influence** Listens and expresses self effectively and in such a way that engages, inspires, and builds commitment to the Y's cause
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs

Experience, Education and Qualifications:

- Bachelor's degree.
- A minimum of 5 years of progressive leadership experience.
- Successful community leadership experience, especially in convening local stakeholders and responding to specified community needs. Must have demonstrated success in building and maintaining strong community relationships.
- Must have proven skills in written and oral communication, grant writing experience preferred.
- Significant experience in fund raising (lead Annual campaign of at least \$50,000 and/or capital campaign of at least \$500,000).
- Board/staff development experience (fundraising, advocacy).
- Budget responsibility of at least \$1 million.
- YMCA Multi-Team Leader Certification, YMCA Organizational Leader preferred.
- Successful staff supervision experience, including of exempt staff.
- Must have high level of computer competency, including Microsoft Office.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and critical thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Effective communication skills necessary to inform, counsel, motivate, and support members and staff.
- Willingness to seek advanced training and added responsibilities.
- Ability to read, interpret, and effectively communicate, document, train, and instruct employees on the benefits of the YMCA.
- Solve problems by taking a leadership role in handling a variety of situations, problems, issues and/or complaints from employees.
- Knowledge of nonprofit and/or YMCA operations
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Able to work a flexible work schedule if needed, with advanced notice.

Trainings & Certifications:

- Must complete online New Employee Orientation, Child Abuse Prevention, Mandated Reporter, Bloodborne Pathogens, Hazard Communication, and Employee Safety trainings prior to start of position.
- Must complete Listen First trainings within the first 90-days of employment.
- Must hold and maintain CPR, AED, and First Aid certifications within the first 90-days of employment.
- Must complete YMCA Multi-Team or Branch Leader Certification within the first 2 years of employment.

Effect on End Results

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Executive Director be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all. The Executive Director ensures that:

- Branch has a strong membership base
- Branch has a strong and active board
- Annual campaign goals are met or exceeded
- Branch operating budget is well managed and stays within income goals, which are met or exceeded
- Strong relationships are built within the association and community
- All employees, members, and volunteers feel supported and welcome

- Branch meet or exceeds goals and objectives
- All staff embody the mission and values of the YMCA

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Association Profile:

- The CCCY is a YMCA North American Network Y (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 nine 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 Connecticut’s” 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.
- 150 full-time and 1,000 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 Bridgeport area includes wonderful arts and cultural opportunities in addition to the many activities offered through area Universities. We are located 1.25 hours from New York and 3 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
- www.brbc.org

Application Information:

Submit a cover letter and resume by April 26th to Tim Bartlett Senior Vice President and Chief Operating Officer at tbartlett@cccymca.org