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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BRANCH EXECUTIVE DIRECTOR

Job Title: **Branch Executive Director**

Job Code: 304

Reports to: CEO or Association Executive Director

FLSA Status: Exempt

Job Grade: Level 6

Revision Date: December 30, 2024

POSITION SUMMARY:

Oversees the total operation of a YMCA branch, including membership, marketing, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

ESSENTIAL FUNCTIONS:

1. Coordinates the development of the branch advisory board and committees. Directs the volunteer activities (policy and program) of the branch.
2. Provides staff support for assigned committees. Provides staff leadership for annual support campaign.
3. Directs the financial development activities of the branch.
4. 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.
5. Oversees the hiring, training, and supervision of staff.
6. Develops, manages, and monitors the branch operating budget and meets or exceeds budget targets.
7. Directs branch strategic planning efforts and develops the annual operating plan of the branch.
8. Develops and directs high quality relationship-based member engagement strategies. Models relationship-building skills (including Listen First) in all interactions with staff, volunteers, members, and the community.
9. Fosters a climate of innovation to develop member-focused programs which support the Y mission, goals, and strategies.
10. Ensures the safety and maintenance of high quality facilities, grounds, and equipment.
11. Directs branch marketing and communication efforts to effectively communicate benefit to the community.
12. Serves as a member of Y management and supports the overall objectives of the YMCA.

YMCA COMPETENCIES (Multi-Team or Branch Leader):

Mission Advancement: Reinforces the Ys values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Bachelor's degree in human services, social services, business management, or related fields.
2. Five or more years of management experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of branch budget, marketing and public relations, and program development.
4. Experience in management and development of volunteer involvement; ability to recruit top community leaders.
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Proven track record of developing authentic relationships with others.
7. Ability to establish and maintain collaborations with community organizations.
8. YMCA Multi-Team or Branch Leader certification preferred.
9. CPR and First Aid certifications within 60 days of hire.

COMPENSATION:

\$62,000-\$70,000 annually D.O.E. to start. Paid medical, dental, vision after 90 days of hire. Paid vacation and sick leave. Retirement contribution of 12% after two years of service or upon meeting YERDI eligibility requirements. Paid YMCA continuing education/ professional development course opportunities.

LOCATION:

Saleeby Family YMCA Branch

TO APPLY:

Submit cover letter, resume and YMCA job application to: jeff.darling@ymcaofthesandhills.org