

Chief Executive Officer/Executive Director

Palm Beach County, FL

Full-Time



The YWCA of Palm Beach County, Florida seeks an experienced and passionate Executive Director with a demonstrated commitment to organizational excellence to lead the organization. Candidates must be willing to continue YWCA of Palm Beach County's history of consistently being in the forefront of most major movements for positive change. All candidates must be committed to our mission of eliminating racism, empowering women, and promoting peace, justice, and dignity for all.

The Executive Director is responsible for executive and administrative leadership. The duties are as follows:

Board Relations: Assure that the Board of Directors are fully informed on the condition and operation of the organization and on all important factors relevant to the Board's decision-making process. Assure that the organization has a long-range strategy that aligns with the mission of the YWCA subject to the organization's long-term goals, YWCA and YWCA USA policies, and the approved budget. Provide leadership in developing and implementing programs and monitor performance and progress in achieving the goals of the organization, as authorized by the Board. Aid in the recruitment and orientation of new Board members. Assure the maintenance of official records and documents in accordance with applicable records retention policies, laws, and/or contractual obligations. Assure compliance with federal, state, and local regulations, grant and certification requirements, and policies required by the YWCA and the YWCA USA. Assist Board Committees as prioritized and directed by the Board. Assure that the Board's directives are carried out in a timely manner.

Human Resource Management: Employ, assign, supervise, evaluate, and terminate staff, as the agent of the Board. Manage the day to day operation of the organization. Maintain personnel files in accordance with legal and policy requirements of YWCA and the YWCA USA. Ensure leadership development of staff in a manner that demonstrates commitment to the needs and concerns of those the organization serves. Assure that an effective management team with appropriate authority, knowledge, and experience are hired and retained in the provision services. Maintain a positive climate that attracts, keeps, and motivates a diverse staff.

Financial Management: Exercise responsibility for all aspects of fiscal management. Preserve assets of the organization in accordance legal and fiscal requirements. Work with the CFO and the finance committee on the budgeting process, timely reporting the organization's financial position, and maintaining financial records. Ensure funders' accounting requirements are met. Ensure preparation of timely and accurate financial statements, annual audits, and reports required by funding organizations. Assist with developing the annual budget and monitoring actual expenditures. Review contracts.

Fund Development: Ensure that a comprehensive and diversified fundraising plan is in place. Ensure proper management of assets.

Membership Development: Work with the fundraising and membership committees to implement a plan to assure an involved and growing membership. Maintain a positive relationship and agency affiliation with regional and national YWCA. Work with Board to identify candidates for leadership positions.

Public Relations: Serve as the spokesperson for the organization. Work to use a wide range of media to build and sustain a good image for the organization through planned publicity campaigns and PR activity. Take affirmative steps to achieve and maintain a positive visible community image, assuring that the YWCA is a known and valued organization within Palm Beach County and the surrounding communities. Represent the YWCA in appropriate community groups. Maintain positive relationships with other community organizations. Assure that the website and social media technological assets contain current, relevant, and appropriate information regarding the mission and activities of the organization. Devise marketing communications plan including strategy, goals, budget and tactics and leverage existing media relationships and cultivate new contacts within business and industry media.

Program Development and Oversight: Coordinate the work of program staff. Develop and implement plans for programs as outlined in the Strategic Plan. Ensure that programs and activities remain mission-directed. Maintain compliance with legal, policy, program, and funder requirements.

Facilities Management: Ensure proper use, management, safety, security, insurance, and upkeep of all facilities owned and used by the organization.

Qualifications: Bachelor's degree

Experience: in the area of Human Resources, Social Services, Non-profit Leadership, and/or Business are a plus.

Candidates must:

- Be able to delegate tasks for maximum efficiency and effectiveness,
- Be able to successfully pass a Level 2 screening in accordance with Chapter 435, Florida Statutes
- Have a proven track record in fundraising,
- Have excellent verbal and written communications skills, with an ability to relate to diverse staff, Board, children, families, and funders,
- Be proficient in MS Office products (Word, PowerPoint, Outlook, and Excel),
- Have some knowledge regarding social media platforms,
- Be able to inspire and motivate staff to foster a team and inclusive environment,
- Be self-motivated;
- Have critical thinking, leadership, conflict resolution, and problem-solving skills.

To apply, please send a cover letter, resume, 3 references, and any other relevant document by **Friday, March 15, 2019** to **YWCA of Palm Beach County, PO Box 3205, West Palm Beach, FL 33402** or **YWCAedinfo@gmail.com**.

Salary: Competitive, commensurate with experience