

## **YWCA OF GREATER HARRISBURG**

*The YWCA Greater Harrisburg is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.*

### **Chief Executive Officer Position Description**

<b>Reports to:</b>	Board of Directors
Evaluation:	Annual evaluation by the Executive Committee
<b>Supervises:</b>	Oversight of all staff with direct supervision of senior level staff members
<b>FLSA Status:</b>	Exempt
<b>Hours of work:</b>	Full Time

#### **Position Summary**

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The Chief Executive Officer shall demonstrate a passion for the YWCA's mission, goals, and objectives by serving as the public face and brand of the organization. At the same time the CEO shall ensure that the YWCA is operating in a sound and fiscally prudent manner, providing quality services and programs to the community, and working in collaboration with other stakeholders throughout its served communities.

The CEO is responsible for assuring that the YWCA of Greater Harrisburg is considered a recognized leader and a premier model for societal change through its crisis intervention, recognition and advocacy, youth programming, health and wellness and education and training efforts. The CEO is the association's primary spokesperson to the community; regional and national YWCA's; the membership; and significant donors.

#### **Specific Responsibilities include:**

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##### **Board and Volunteer Engagement:**

- Engages and collaborates with the YWCA Board of Directors to set strategic goals, establish policy, and manage financial resources to assure the continued growth and success of the organization.
- Oversees the development of and implementation of a Strategic Plan.
- Motivates, guides, and recommends specific action plans for programs, budgets, public relations, fundraising, and advocacy goals as aligned with the Strategic Plan.
- Serves as a leader in the ongoing recruitment and retention of volunteers inspired by the mission and values of the YWCA.
- Ensures that Board members are provided with and connected on current information and insight regarding all internal operations and any relevant local, regional, national, legislative, or judicial issues.
- Oversees committee operations and related Boards (Friends and Junior Board) for alignment with mission and goals and appoints appropriate staff support for each committee to facilitate the successful accomplishment of their goals.

**Operations and Management:**

- Demonstrates a strong internal presence as a role model, mentor, and motivator for staff regarding the vision and mission of the YWCA.
- Inspires and fosters an environment that attracts and retains high quality leaders and staff team members.
- Provides leadership to senior management in all areas of program development, fundraising, management, and team building.
- Ensures that all personnel policies and actions are in compliance with all federal and state requirements
- Oversees the use, management, safety, security, insurance, and upkeep of YWCA facilities, equipment, and furnishings.
- Maintains response plans for emergencies and disasters and ensures staff are trained and prepared on such plans.
- Assures that the YWCA meets its corporate, constitutional, and legal responsibilities and reports to the Board on the status of those requirements.
- Ensures systems for safekeeping of agency records, personnel files, and fiscal documentation are established and maintained.
- Ensures that the YWCA meets funding and licensing requirements, maintains documentation, and files reports as required, and maintains cooperative working relationships with funders and licensing agencies.

**Financial Oversight and Development:**

- Provides appropriate oversight and regularly assesses the financial feasibility of current programs and services as well as all new initiatives being considered by the YWCA based on changing community needs and priorities.
- Empowers and leads staff processes for developing the annual budget for approval and works closely with all staff and volunteers to assure a financially sound operation.
- Leads the financial health, stability, capacity, and planned growth of the association.
- Through the development of an aggressive fundraising plan, builds development across all facets by cultivating foundations, corporate sponsors, and individual donors; facilitating the pursuit of diverse grants and contracts; and seeking appropriate strategic alliances.
- Assumes a leadership role in the cultivation and solicitation of individual donors, foundations and corporations, and in any capital or other fundraising campaigns.
- Assures strong and consistent revenue streams and builds reserves for a strong financial future.

**Public and Community Relations:**

- Serves as a confident, articulate, and persuasive spokesperson for the YWCA to increase its visibility with private and public human service organizations and associations, advocates, lawmakers, government staff and agencies, the media, donors and key community representatives.

- Represents and works closely with the leadership of the national YWCA offices, as well as other YWCA's, to build strong and sustainable relationships.
- Network actively with professional colleagues to support the issues affecting the well-being of women and members of minority populations.

**Requirements:**

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- Bachelor's degree required, with preference for a graduate degree or related experience. Other credentials, such as the Certified Association Executive (CAE) or Certified Fund Raising Executive (CFRE), are advantageous.
- Managerial experience and leadership abilities including supervision of staff, team-building, and working with volunteers. Previous experience with a non-profit is desirable.
- Previous financial management and oversight experience.
- A successful track record in major fundraising including cultivating individual donors, foundations, corporations, and grants.
- Excellent oral and written communications skills and the ability to relate to all levels of staff, Board, children, families, and communities.
- Demonstrates a passion for the mission of the YWCA of Greater Harrisburg.
- Demonstrated commitment to women, children, and family services through previous work as a professional or volunteer leader in human services or a related field.

**Work Environment:**

Work is primarily accomplished within an office environment, but does include work and meetings throughout the community, along with related travel. May need to work hours above and beyond typical working hours and be present on site in emergencies.

**Disclaimer**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within the Chief Executive Officer position. The job description is not designed as a comprehensive inventory of all duties, responsibilities, qualifications or working conditions required by a YWCA of Greater Harrisburg CEO. This job description is not an employment agreement of contact.

**Reasonable Accommodation for Disability**

Any employee, who believes that a reasonable accommodation is necessary under federal or state disability laws, should contact Human Resources. A presentation of desired accommodation should be completed in writing. Supporting medical documentation may be required.

No applicant will be considered without salary requirements. Resumes may be emailed to [Khipps@messiah.edu](mailto:Khipps@messiah.edu) or mailed to President Kim S. Phipps, Chair, YWCA Search Committee, c/o One College Ave., Mechanicsburg, PA 17055

