



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CORONA-NORCO FAMILY YMCA

815 W. 6th Street
Corona, CA 92882

JOB DESCRIPTION -

ASSOCIATE EXECUTIVE DIRECTOR- CHILD AND YOUTH DEVELOPMENT OPERATIONS
COMPENSATION & FLSA STATUS: \$75,000-\$90,000 ANNUALLY, EXEMPT

POSITION SUMMARY:

Under the direction of the Executive Director, the Associate Executive Director- Child and Youth Development Operations is responsible for the overall performance and efficiencies of all CYD operations of the Association. This includes the overall performance and strategic positioning of all Child Development operations in the Association including but not limited to curriculum, staff recruitment and development, as well as ensuring compliance with California State Licensing and Title 5/Title 22 regulations and full compliance with State Grants. Additionally, the Associate Executive Director provides executive-level oversight to include volunteer management, fiscal management, financial development, membership and program administration, facility and equipment stewardship, community relations, communications, and marketing.

QUALIFICATIONS:

- **EDUCATION:** Bachelor's degree (or equivalent) in human services, nonprofit management, business, or social services.
- **RELATED EXPERIENCE:** Strong business operations background. Minimum 6+ years of progressive management experience with sustained operational growth preferably within a YMCA environment or other nonprofit agency.
- **SPECIALIZED SKILLS:** Ability to produce positive results in key areas of management including staff recruitment and development, budgeting and fiscal management, risk management, membership recruitment and retention, board and volunteer development, financial development and facility management/operations including renovations and/or construction and expansions. Ability to utilize all available resources to ensure the decision-making process is accurate and precise.
- **LICENSES & CERTIFICATIONS:** YMCA Branch or Multi-Team Leader Certification required or must be obtained within a maximum of three years or as agreed upon by upper management.
- **WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS:** Proven communication skills, to include both written and verbal communications, as well as demonstrated platform and public speaking ability. Demonstrated ability to work harmoniously with staff, volunteers, members, funders, and members of the business community. Ability to relate effectively to diverse groups of people from all social and economic segments of the community. Commitment to advance the cause, mission and objectives of the YMCA. Ability to establish and maintain positive relationships within the organization and with the community.

ESSENTIAL FUNCTIONS:

- Represents and promotes the YMCA within assigned service area. Maintains positive working relationships with organizations, businesses, and governmental entities to support and grow programs.
- Assists in the development of the volunteers and committees. Develops strategies to increase volunteer involvement at all levels.
- Assists in the development and management of the Association budget in order to meet or exceed budget targets.
- Provides direction and leadership for fundraising activities of the Association. Is accountable for achieving assigned support goals.

- Provides leadership and support to directors and supervisors to ensure financial and operational targets are met. Assists in the oversight of any facility construction/renovation and expansion projections.
- Works collaboratively with members of the management team to develop short-term and long-term strategies, assists in the execution and integration, multifunctional plan of work across all locations.
- Continually reviews and evaluates key performance measures to ensure continuous improvement across all areas of operations; assists in the development of corrective action plans and strategies as needed.
- Identifies area for inter-site cooperative programming to accomplish YMCA goals and realize operational efficiencies.
- Supports the implementation of Association-wide initiatives to attract, recruit, and retain members and participants.
- Supervise the hiring, training, development and supervision of program directors and site staff. Ensures certifications, licensing requirements are current.
- Oversees the maintenance of facilities, grounds, and equipment to achieve safety and security.
- Model a member-focused culture and relationship building skills in all interactions.
- Fosters a climate of innovation to develop member/participant focused programs that support the overall YMCA mission, goals and strategies.
- In alignment with the overall strategic plan, develops long and short-range plans for the expansion of programs and services within the Association.
- Collaborates with marketing and communications team to develop marketing messages and resources to support the membership and program growth strategy.
- Remains aware of trends and issues in the community related to membership and program philosophy and strategies.
- Ensures diversity and inclusion are embraced and incorporated into business practices.
- Interacts ongoing throughout YMCA service area to build contacts, collaborations, and relationships in the community.
- Demonstrates and models the YMCA's four Core Values of Caring, Honesty, Respect and Responsibility.
- Exhibits personal and professional behavior in a manner consistent with the best interest of the Association.
- Builds upon the assigned current program offerings
- All other duties as assigned

CAUSE-DRIVEN LEADERSHIP® COMPETENCIES:

MISSION ADVANCEMENT: Reinforces the Y's 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

To apply, please send resumes to echnoz@ymcacornor.org or apply through Indeed. Applications will be accepted until the position is filled.