



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

**CORONA-NORCO FAMILY YMCA**  
**Job Description & Performance Standards**  
**VACANCY ANNOUNCEMENT**

**Position:** Executive Director-Child and Youth Development Operations

**Classification:** Full-Time- Exempt

**Location:** Child and Youth Development Office

**Reports to:** Chief Executive Officer

**Job Description Summary**

Under the direction of the CEO, the Executive Director is responsible for the overall Child and Youth Development Department operations in the Association. The Executive Director has direct responsibility for all child and youth operations of all locations within the Association. This position provides executive-level leadership for all assigned staff throughout the Association and executive-level oversight for all child and youth development operations including staff management, volunteer management, fiscal management, financial development, membership and program administration, facility and equipment stewardship, community relations, communications and marketing. This position is responsible for leading the Association Child and Youth Development Department with an overall operating budget of approximately \$9 million, approximately 500+ children and program participants, served by 115+ staff and a growing volunteer base.

**Qualifications**

- Bachelor's degree (or equivalent) in human services, nonprofit management, business or social services.
- Minimum 10+ years of progressive management experience, preferably in a YMCA environment or other nonprofit agency by demonstrating sustained operational growth.
- Demonstrated ability to produce positive results in key areas of management including staff recruitment, development, and retention, budgeting and fiscal management, safety and risk management, membership recruitment and retention, board and volunteer development, financial development and facility management/operations including renovations and/or construction and expansions.
- Strong business operations background with a proven track record for producing growth and strong financial performance. Ability to utilize all available resources to ensure the decision-making process is accurate and precise.
- Demonstrated commitment to the mission, purpose, and cause of the YMCA.
- Ability to establish and maintain positive relationships within the organization and with the external community.
- Proven communication skills 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 aligning people with one another.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

## **Essential Functions**

### **Community Involvement**

- Represents and promotes the YMCA in the local and regional community and develops positive working relationships with other organizations, businesses and governmental entities. Develops, maintains, and models collaborative relationships with community agencies and constituents throughout the district service delivery area.
- Travels throughout the service areas to meet with potential membership and/or program partners.
- Keeps abreast of trends and issues in the community related to membership and program philosophy and strategies.
- Networks to build contacts, collaborations, and fundraising in the community.
- Will work as a leader in fundraising programming.

### **Board and Committee Engagement**

- Coordinates the development of the Board of Directors and Association committees as requested. Develop strategies to increase volunteer involvement at all levels of assigned program sites, including board development.

### **Fiscal Management**

- Develops, manages, and oversees the management of the Child and Youth Development Department budget to meet or exceed budget targets. Initiates and oversees budget adjustments to ensure balanced department.
- Required to oversee attendance systems, enrollment, waiting lists, grant and contract reporting requirements.

### **Leadership**

- Provide executive-level direction and leadership for the overall financial development activities of the CYD Department. Is accountable for achieving the overall annual support goals.
- Provide leadership and support to CEO, administrative leaders, and site staff, to ensure financial and operational targets are met. Supervises multi-locations and any facility construction/renovation and expansion projections.
- Work collaboratively with members of the management team to develop short-term and long-term strategies and execute an integrated, multifunctional plan of work across all locations.
- Continually review and evaluate key performance measures to ensure continuous improvement across all areas of operations; lead the development of corrective action plans and strategies as needed.
- Identify areas for inter-site cooperative programming to accomplish YMCA goals and realize operational efficiencies.
- Support the implementation of Association-wide initiatives to attract, recruit and retain members.
- Oversee the hiring, training, development and supervision of Y administrative leaders. Ensure certifications and licensing requirements are current.
- Ensure the safety and maintenance of high-quality facilities, grounds, and equipment.
- Create a member-focused culture and model relationship building skills in all interactions.
- Foster 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 and CYD Department.

- Collaborate with the marketing and communications team to develop marketing messages and resources to support the membership and program growth strategy.
- Demonstrate and model the YMCA's four Core Values of Caring, Honesty, Respect and Responsibility.
- Exhibit personal and professional behavior in a manner consistent with the best interest of the Association.
- Build upon the current program offerings.
- Perform other job-related duties as may be periodically assigned.

### **Physical Requirements**

- Ability to sit, walk, reach, and stand for extended periods.
- Ability to bend, lean and stretch.
- Fine manipulation and simple power grasping ability required.
- Ability to lift to 35 pounds.
- The ability to drive and must have your own car for business purposes.

### **Cause-Driven Leadership® Competencies**

**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 the 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.

Interviews to take place until the candidate is selected.

Please provide a resume to:

Audrie Echnoz at [echnoz@ymcacornor.org](mailto:echnoz@ymcacornor.org)