

YWCA Mankato
Job Description
Executive Director



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

YWCA Mankato

The YWCA of Mankato, MN, has been serving the women, girls and families of south central Minnesota. The YWCA is actively involved in issues related to our mission of eliminating racism and empowering women, including racial justice, advocacy, women’s leadership and the empowerment of economic advancement of women and girls.

POSITION SUMMARY

The Executive Director of the YWCA will provide strong leadership with demonstrated abilities in organizational development and team building to create and sustain an environment conducive to unity around the mission of the YWCA. The Executive Director is also responsible for program development and managing the wide range of programs and services provided by the YWCA Mankato.

The Executive Director must have the ability to plan, develop/solicit and manage financial resources and organization obligations. This person will be the association’s primary spokesperson to the community, regional and national YWCAs, and significant donors.

RESPONSIBILITIES

Board Relations

- Work closely and collaboratively with the Board of Directors and, in particular, the Chair, to set strategic goals (short and long range program, budget, public relations, fundraising and advocacy), establish procedures and policy, and enhance human and financial resources to assure the continued growth and success of the organization.
- Help the Board in its ongoing recruitment and retention of members with the particular skills and knowledge that are strategic to the YWCA’s organizational development.
- Participate in Board meetings by providing informative insight, regarding all internal operations and any relevant local, regional, national, legislative, or judicial issues. Review and recommend updates to organizational policies, procedures and bylaws, and implement board actions promptly according to their intent.

- Perform other duties as assigned by the Board.

Financial Management

- Assume responsibility for the financial health, stability, capacity, and planned growth of the association. Direct staff processes for developing the annual budget and work closely with them to assure a financially sound operation.
- Assess and assure 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. Monitor all finances, and work closely with the appropriate staff and Board to assure efficient and cost-effective operation.

Resource Development

- Through strategic fundraising, build resource development to support the organization by cultivating partnerships through foundations, corporate sponsors and individual donors. Facilitate the pursuit of diverse funding through grants and contracts, and seek strategic alliances to build support for programs, space, and joint ventures.
- Working with the Board, assure a consistent revenue stream and build a reserve for a strong financial future, assuming a major role in the cultivation and solicitation of individual donors, foundations and corporations, and in any capital campaigns initiated by the Board.
- Ensure compliance with donor restricted funding.

Public Relations

- Serve as a confident, articulate and persuasive advocate for the YWCA to increase its visibility and ensure a positive image with stakeholders.
- Represent and advocate on behalf of the YWCA and work closely with the leadership of the regional and national offices to build strong and positive relationships. Network actively with professional colleagues to support the mission of the organization.

Organizational Management

- Assume primary responsibility for all of the association's operations, developing effective strategic and programmatic plans, ensure plan implementation, and oversee that staff and leadership regularly monitor and report progress.
- Possess a strong leadership to model, mentor, and motivate the staff regarding the vision and mission of the YWCA. Mobilize staff to engage volunteers.
- Ensure the appropriateness of all job descriptions and salary ranges, performance expectations and measures of accountability, and continually empower staff to fulfill their roles and functions.

QUALIFICATIONS

The Executive Director must be a strong, articulate leader with excellent leadership, communication, financial, supervision, outreach and fundraising skills. Key elements of this position are: a commitment and deep understanding of issues that affect women and young girls; and a commitment to diversity, equity and inclusion, including working with multilingual and multicultural populations. Organizational management to include board relations, and the ability to manage staff and volunteers, and strong leadership skills to plan, implement, evaluate and ensure excellent performance levels. Excellent interpersonal and professional skills, and the ability to establish relationships internally and externally. Skills to negotiate with and influence the regional organizations, local government and political representation, assuring the YWCA is recognized as an organization committed to its mission by serving as a knowledgeable resource to the media and community at large.

The successful candidate will have moral and ethical standards, self-accountability and confidence. She will be a creative self-starter and a team leader with excellent organizational speaking and writing skills. She needs to feel comfortable speaking to large groups, managing teams, chairing committees, and working independently; modeling energy, passion and a strong work ethic.

REQUIRED QUALIFICATIONS

- A bachelor's degree and/or a combination of education, professional experience and life experience appropriate to the position
- Demonstrated history of success in fundraising, especially in areas of solicitation of individual donors, foundations and corporations. Demonstrated knowledge of financial management and negotiation skills.
- Ability to travel

PREFERRED QUALIFICATIONS

- Master's degree
- Experience in non-profit service, fiscal, grant, contract, public relations and human resource management
- Five years of administrative experience

PLEASE NOTE: Due to the nature of the YWCA's work, all employees undergo a background check. The YWCA is an Equal Opportunity Employer

APPLICATION INFORMATION

To submit an application, please send a cover letter, resume, and three references addressed to YWCA Search Committee, at YWCAMankatoSearch@gmail.com. Applications will be reviewed starting May 29th, 2019.