

Title: Executive Director
Starting Salary: \$70,000.00
Date Posted: 11/15/2022
Application Deadline: 12/06/2022

Department: Administration
Classification: Salaried, exempt
Reporting Relationship: Board of Directors

The Executive Director (ED) is responsible for a wide range of programs and services provided by [YWCA La Crosse](#). The ED sets the tone of the organization, creating and sustaining an environment conducive to effective collaboration around the [mission](#) and strategic direction. The ED will be a caring, justice-centered, dynamic leader with demonstrated organizational development and team building skills. The ED must have the ability to plan, develop/solicit and manage financial resources and organization obligations while maintaining thorough knowledge of relevant trends, development issues, and sector effectiveness. This person will be the primary spokesperson to the community, regional and national YWCAs, and significant donors.

We value the essential lens and guidance of lived experience and diverse identities on our team and strongly encourage Black, Indigenous, and people of color, LGBTQ+ individuals, disabled people and applicants with disabilities, neurodivergent, and non-binary and GNC candidates to apply for open positions. Please still consider applying if you don't meet 100% of the qualifications listed.

Detailed Job Functions:

Organizational Management:

- Assume primary responsibility for all of the association's operations including, but not limited to, the development and implementation of [programs](#), strategic planning, monitoring related reporting, and organizational efficacy.
- Provide leadership to staff and volunteers in all areas of program development, fundraising, management and team building. Model the vision and mission of the YWCA in leadership style and daily activities. Support staff and partners to embody the vision and mission of the YWCA.
- Provide oversight to human resources and employment functions including, not but limited to, the development (and continuous improvement) of job descriptions, salary ranges, performance expectations, measures of accountability, and staff empowerment opportunities.

Board Relations:

- Work closely and collaboratively with the [Board of Directors](#) and Executive Committee to set strategic goals, organizational policies, and enhance resources and capacity to assure the continued growth and success of the organization.
- Develop and recommend specific strategic plans for short- and long-range programming, budget, public relations, fundraising, and advocacy goals.
- Serve as an advisor to the Board to support its leadership role and ability to make informed decisions. Recommend updates, as needed, to board policies including bylaws.
- Provide assistance to the Board in ongoing recruitment and retention of members.
- Participate in Board meeting by providing information, sharing insight regarding internal operations, and informing on relevant local, regional, national, legislative, or judicial issues.
- Perform other duties as assigned by the Board.

Public Relations:

- Represent and advocate for YWCA La Crosse to increase community visibility and ensure a supportive and collaborative experience for stakeholders. Work closely with regional and national offices to build relationships.
- Direct contract negotiations with government agencies, subcontractors, and any other outside organizations.
- Actively build and maintain mutually beneficial relationships with community groups, organizations, associations, and individuals to support the mission of the organization.

Resource Development:

- Lead the cultivation and solicitation of individual donors, foundations, corporations, and capital campaigns initiated by the Board.
- Oversee the pursuit of a wide range of government and private grants and seek strategic alliances, program and space partnerships, and joint ventures.

- Assure a consistent revenue stream, build resources for growth initiatives, and ensure a strong financial reserve.

Financial Management:

- Direct and oversee the financial health and viability of the organization. Responsible for directing the development of annual budgets, monthly and annual financial reports, including audits, and reporting required by funders.
- Ensure compliance with donor restricted funding and grant requirements. Monitor all finances and work closely with the appropriate staff and Board to assure efficient and cost-effective operation.
- Assess and assure financial feasibility of current programs and services as well as all new initiatives, considering changing community needs and priorities.

Qualifications:

- Excellent interpersonal skills and ability to establish relationships internally and externally. Ability to negotiate with and influence regional organizations, local government, and political representatives.
- Effective oral and written communication skills and the ability to relate to all levels of staff, Board, children, families and communities.
- Ability to inspire and motivate staff; create a dynamic work environment, be decisive, inclusive, model and teach a philosophy that encourages integrity, growth, equity, creativity, solidarity, accountability, and collaboration among staff. Experience effectively working in multiracial teams on cross-cultural issues strongly preferred.
- Demonstrated knowledge of and belief in the YWCA mission. Commitment to anti-racism, dismantling race and gender oppression, and addressing systems of violence demonstrated through paid work experience, volunteering, and/or lived experience.
- Effective leadership and organizational management, with non-profit experience preferred. Experience effectively and creatively managing a complex budget.
- A bachelor's degree and/or a combination of education, professional experience, volunteer/unpaid/organizing, and lived experience which will enable the applicant to identify and respond to the needs and concerns of women and racially minoritized/marginalized people.
- Understanding of sociocultural impacts of anti-Blackness, racism, sexism, misogyny, structural and interpersonal violence, and other systems of oppression. Commitment to ongoing personal and professional development related to anti-racism, restorative justice, disability, housing justice, etc.
- Awareness of factors which can be used to bring about individual, organizational, and systemic change to address root causes of harm.
- Experience with organizational fundraising, especially in areas of personal meetings and solicitation of individual donors, foundations and corporations. Demonstrated grant management skills are preferred.
- Ability to plan, lead, motivate a team, implement programs, understand and incorporate feedback (from staff, Board, and impacted communities), innovate, evaluate, and support ongoing organizational growth and efficacy.
- Demonstrated computer skills, include word processing, database and spreadsheet competence.
- Ability to travel locally and regionally; infrequent national travel could include attending conferences/trainings, networking opportunities, etc.

Benefits:

- 75% Employer Paid health insurance premium for employees, 50% paid premium for dependents
- Access to voluntary dental, life, disability and other insurance options.
- Access to YWCA USA retirement plan after 2 years of full-time employment
- Paid Leave including 7 floating holidays and accrued personal time off
- 25% Child Center tuition discount for eligible dependents
- Option for limited remote work possible after six months and a review with the board of directors

Applicants should apply by 11:59pm on Tuesday, December 6th to be considered. Initial interviews will be scheduled for the week of December 19, 2022. The incoming Executive Director will have the collaborative support of the outgoing Executive Director until March 31, 2023, if desired. YWCA La Crosse has been experiencing growth and new opportunities including shifting to a shared leadership and a commitment to community partnerships and initiatives. The successful candidate will be dedicated to centering collaborative leadership and will understand the importance of a sustainable NPO model both financially and missionally.