



## **YWCA GREATER FLINT JOB DESCRIPTION**

**Job Title: Director**

**Department: Women's Empowerment Center (WEC)**

**Reports To: CEO**

**Full-time, Exempt position**

The YWCA Greater Flint has served the Flint and Genesee County area since 1908, responding to the evolving needs of women and children throughout the decades. The mission of the YWCA is eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Over the years, initiatives have included housing for women, childcare, health and fitness, social justice education, and programs to support victims of domestic violence and sexual assault.

The YWCA Greater Flint is committed to creating systemic change by establishing the Women's Empowerment Center which includes: new physical spaces for girls and women to gather and learn; a curriculum focused on racial and gender equity and women's leadership and empowerment; and sessions designed specifically for girls and women, intergenerational family teams, and community partners. This new multi-pronged model for women's empowerment is expected to enhance knowledge and self-efficacy; cultivate networks; foster autonomy and agency; and challenge historic patterns of racial and gender discrimination and promote equity and access.

The Director of the Women's Empowerment Center provides coordination and administration for all activities within the Center, identifies learning objectives, develops strategies to achieve and measure outcomes, and ensures the overall success of the Center. The Director will collaborate with community partners and work with consultants to design and implement educational programs and experiences that integrate the concepts of women's empowerment, racial and gender equity and intersectionality to advance transformational change for girls and women and the greater Flint community

### **Position Responsibilities:**

- Oversee the coordination, integration, and delivery of all Center programs, contracts, and related services, promoting collaborative relationships ensuring that the expectations of

funders, partners, members, program participants, and other stakeholders are consistently met.

- Develop risk management policies and procedures for the safe operation of the facilities, including access and occupancy, emergencies, and fulfillment of maintenance requests.
- Develop and ensure policies regarding confidentiality and mandatory reporting are followed.
- Assist with the development and implementation of the YWCA's Women's Empowerment Center strategic plan including the launch of the four programmatic areas: Life Skills Coaching and Programming, Leadership Development, Racial and Gender Equity, and programs for middle school girls.
- Supervise all staff and promote learning and development through performance measures.
- Provide life coaching and also serve as a facilitator and trainer of workshops and sessions.
- Administer the Center's budget, prepare cost estimates, initiate and monitor budget expenditures as approved by the Board of Directors.
- Work with fund development team to identify funding needs, assist in the development of grant proposals and support for fund-raising campaigns, and ensure that programs are meeting the desired goals of grantors and donors.
- Establish annual goals and outcomes, develop and implement comprehensive assessment strategies, record-keeping systems, and prepare reports to demonstrate achievement of goals, objectives and outcomes.
- Represent the YWCA on relevant committees and task forces, as well as, at speaking engagements, conference panels and trainings; build strong network with community partners including service providers, local and regional government, school districts, corporations and funders, consultants/contractors, and other organizations.
- Develop marketing materials, including social media content, to promote programs and workshops.

### **Experience and Qualifications:**

- Bachelor's degree required; Master's degree preferred.
- Minimum of 5 years, 7-8 years preferred, of professional experience related to program development and administration, recruitment of program participants, and collaboration with community partners.
- At least three years of experience supervising a professional staff.
- Knowledge of racial equity and anti-racism strategies, especially as they relate to women's empowerment, leadership, health, housing, and community development.
- Understanding of Black, Indigenous, Persons of Color (BIPOC); LGBTQ+ persons; families with backgrounds of poverty, immigration, homelessness and/or other marginalized status is greatly valued.

- Public speaking with facilitation skills to conduct workshops, group meetings, trainings, focus group discussions, and individual interviews.
- Strategic thinking, problem solving and analytical skills including the ability to analyze organizational challenges and opportunities, equity considerations in various scenarios, and public policy implications and impacts on BIPOC and low-income communities.
- Inclusive leadership skills (e.g., cultural humility, power-sharing, trust, transparency) to confidently manage, provide feedback to, and coach highly skilled people.
- Flexibility to lead in changing environments, exercising initiative, judgment, and sound decision making.
- Strong organizational, interpersonal, oral, and written communication skills.
- Ability to work some nights and weekends required

**Salary Range:** \$60,000-70,000; Salary Commensurate with Qualifications and Experience

**Benefits include:** health, dental and vision insurance, retirement plan, short-term disability, as well as paid holidays and vacation time.

YWCA Greater Flint is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers and service partners. Therefore, YWCA employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, national origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.