



Mission: YWCA of Greater Flint is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

Chief Executive Officer – Job Description

The Chief Executive Officer (CEO) of the YWCA of Greater Flint will play a key leadership role in executing the organization’s mission and strategic goals, building relationships internally with the employees, Board of Directors and advisory committees, and externally with key stakeholders. The executive will serve as the public face and spokesperson for the organization with community leaders, local, county, state and federal government and policymakers, and current and prospective donors.

The CEO will manage operations, ensure effective planning, systems, processes and accountability; strengthen and maintain financial sustainability, cultivate donor relations, and provide support staff to achieve significant and measurable impact in fulfilling the mission of the organization.

The Chief Executive Officer reports directly to the Board of Directors.

QUALIFICATIONS

- Bachelor’s degree required; Master’s degree preferred
- Minimum of five years management and supervisory experience including experience in fiscal management, fund development, program development, grant development and administration, and facility management
- Position is full-time, requires occasional evening and weekend work, and occasional travel

MANAGEMENT AND STAFF DEVELOPMENT

- Oversees and manages the organization’s daily operations, including the overall management of programs and services, finances, facility, operations, grants and funding, public relations, marketing and human resources.

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- Lead, develop, supervise and maintain a highly effective and productive management team that provides exceptional services and support for the organization.
- Provide staff with assistance in strategy, outcomes-based goal setting, implementation timelines, evaluation guidelines, and budgeting.
- Promote and encourage professional growth and development of staff through education and training opportunities as appropriate.
- Attract, motivate and empower a staff through a lens of openness, flexibility, and mentorship.
- Facilitate positive employee relations and resolve employee conflicts and grievances.

FINANCIAL MANAGEMENT

- Maintain overall responsibility for all aspects of fiscal management, including assuring adequate financing for current operating needs and long-term goals.
- Oversees the establishment and maintenance of financial policies and procedures according to best accounting practices. Ensure that accurate and timely financial records and documents are maintained and in compliance with all local, state and federal laws.
- Provide timely reports to the Board Finance Committee regarding the organization's financial position and budgeting process.
- Responsible for drafting and recommending an annual budget and strategic planning process to the Board of Directors.
- Periodically review financial and investment policies, procedures and practices working with the Board Finance Committee to ensure oversight and maximum return on investments.
- Work to diversify funding stream sources to sustain financial operations of organization.

COMMUNITY RELATIONS AND FUNDRAISING

- Maintains a positive image and relationships with community partners, volunteers, supporters and funders.
- Represent and effectively communicate the organization to the public, the media, grant makers and current and potential donors throughout the community.

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- Oversees planning, development and implementation of public relations, marketing and fundraising strategies.
- Works collaboratively with the Board of Directors to develop fundraising proposals, and meets with donors and volunteers to cultivate support of the YWCA's mission.
- Attends appropriate community meetings and represents the organization in public speaking engagements.

BOARD RELATIONS

- Work collaboratively with the Board of Directors in the development and implementation of the organizations goals and vision for the future.
- Ensure that YWCA Board Members and volunteers are kept fully informed of the status of the organization and all important factors influencing it.
- Provide efficient and effective staff support to Board committees and activities.
- Recommend fundraising practices, training and continuing education opportunities for Board members and volunteers.

MISCELLANEOUS

- Other responsibilities as needed and as required by the Board of Directors.