



**Job Title:** Executive Director  
**Reports To:** Board of Directors  
**FLSA Status:** Executive Exemption  
**Department:** Administrative

### **SUMMARY**

The Executive Director is fully responsible for every aspect of the administration of the YWCA of Kitsap County. She/he is responsible for quality operation of multiple programs, financial management, personnel management, fund development, policy recommendations and implementation, community relations, and support to the Board of Directors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans for, protects, and increases the physical and financial resources of the YWCA.
- Discovers and implements new and better ways for the YWCA to carry out its mission.
- Develops and monitors financial practices that meet or exceed generally accepted accounting principles and the contract requirements of funding agencies.
- Prepare a budget annually linked to the Strategic Plan.
- Formulates and enforces program and administrative policies and procedures.
- Seeks opportunities for expansion, development and any changes of programs by studying feasibility and making formal recommendations to the Board of Directors.
- Works with board President and staff to create and participate in a Strategic Planning process.
- Maintains accreditation by -- and coordination with -- the YWCA of the USA.
- Provides strong leadership and support to the Board of Directors and its committees and functions as the liaison between employees and the Board.
- Contributes to the effectiveness of the Board by making strategic planning and policy recommendations and ensures that operational decisions are driven by strategic plans.
- Provides accurate and complete information to the Board in a timely manner.
- Serves on the Nominating Committee to ensure that the selection and orientation of Board members is consistent with the long-range goals of the YWCA.
- Identifies and responds to the actual and anticipated needs and concerns of the Kitsap County community, through active personal contact and rapport with potential and actual clients, funders, members, and community leaders.
- Seeks, understands, and cultivates cooperative partnerships with "stakeholder" organizations, both public and private.
- Promotes positive YWCA image through education of the agency's available services and publicized accomplishments.
- Engages in active, leadership-level civic groups, advisory bodies, or consulting groups.
- Formulates and enforces personnel policies and procedures.
- Manages personnel issues in a proactive, positive manner and monitor issues for legality, fairness, morale and consistency and approves and/or disapproves of all personnel terminations.
- Directly supervises, evaluates and supports performance of key management staff.

- Cultivates new funding sources through grant writing and coalition building, and increases the YWCA's private donor base.
- Initiates and promotes new fund development activities and ensures satisfaction of existing funders and maintain communication and rapport with them.
- Functions as a YWCA leader by actively promoting the YWCA's mission, inspiring a shared vision, modeling the YWCA's ethics and values, challenging others to be their best, and looking forward toward the future of the YWCA and embracing innovation.
- Conducts continuous quality assurance and quality improvement practices to ensure best practices throughout the organization.

This is a general description of responsibilities and is not inclusive of all job duties; other associated responsibilities may be assigned.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of communication skills with the ability to listen actively and respond to employees in a timely, competent manner both verbally and non-verbally
- Excellent speaking and writing skills, including grammar and spelling
- Attention to detail
- Ability to think long term with vision and apply that to the strategic plan
- Time management and project prioritization
- Works with the upmost integrity and provides transparency when needed
- Ability to read, analyze, and interpret professional journals, financial reports, contracts, and/or government regulations and respond appropriately
- Effectively and appropriately present information to intra-agency and public groups or individuals
- Work with mathematical concepts and apply as needed
- Work efficiently under pressure
- Proficient in Microsoft Office applications
- Ability to work effectively with diverse people
- Apply reasonable standards of safety and recognize unsafe conditions
- Work independently, take initiative and willingly accept responsibility
- Mediate conflict resolution
- Ability to respond to common inquiries or complaints from employees, clients, regulatory agencies, or members of the business community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to effectively present information to top management, public groups, and the Board of Directors
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Commitment to YWCA vision, mission and values

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the agency directors who, in their different roles, supervise the employees of the YWCA Kitsap County. The Executive Director is responsible for the overall direction, coordination, and evaluation of these directors departments and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, training and coaching employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

- Bachelor's degree in relevant field; an advanced degree is preferred.
- A minimum of ten years of leadership experience, preferably in social services and/or human services.

**OTHER QUALIFICATIONS**

- Must have the ability to transport self in and around Kitsap County, if that includes driving your own vehicle then must possess current and valid Washington State Driver's license as well as insurance per Washington State Law
- Acceptable State Patrol Criminal History Record
- 30-hours DV Victim Services training

**WORK ENVIRONMENT**

The work environment is typical of a management position in an office setting: computer work, meetings, presentations, and occasional travel, sitting for extended periods of time, ability to talk and hear, ability to occasionally lift and/or move up to 40 pounds, ability to see, including close vision, and ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**APPLICATION PROCESS**

Send a resume and cover letter detailing how your qualifications meet those needed of the position. All application materials must be sent to:

YWCA Kitsap County Board President  
boardpresidentywcakitsap@gmail.com