



Job Announcement - YWCA of Kitsap County Executive Director

Reports To:	Board of Directors
FLSA Status:	Executive Exemption
Department:	Administrative
Salary:	Starting \$62,500, Negotiable
Closing Date:	Position will remain open until filled

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, cover letter detailing how your qualifications meet those needed of the position and a completed application to:

YWCA Kitsap County Board President
boardpresidentywcakitsap@gmail.com

YWCA of Kitsap County is an Equal Opportunity Employer

Employment Application Form

Position of:

Please attach an introductory cover letter and description of your first-hand experience relevant to the YWCA and this position.

Contact and General Information

Name:

Date:

Present address:

How Long have you lived in this area?:

Telephone:

E-mail:

If appointed, when would you be available to start?:

How did you learn of this opening?:

Do you have the necessary documentation proving your legal right to work the U.S? ____ Yes ____ No

Education

LEVEL	NAME OF SCHOOL	LOCATION and WEBSITE	# OF YRS COMPLETED	MAJOR & DEGREE	PHONE of Registrar Office
College/University					
Graduate School					
Other					

continues.....

Work Experience / Employment Essentials

1. EMPLOYMENT DATES:	NAME OF ORGANIZATION:	LOCATION:	SALARY:	CONTACT:	Name/Phone to verify employment:
	TITLE:	MAJOR RESPONSIBILITIES: (leave blank if described on resume)			
2. EMPLOYMENT DATES:	NAME OF ORGANIZATION	LOCATION	SALARY	CONTACT	Name/Phone to verify employment:
	TITLE:	MAJOR RESPONSIBILITIES: (leave blank if described on resume)			
3. EMPLOYMENT DATES:	NAME OF ORGANIZATION	LOCATION	SALARY	CONTACT	Name/Phone to verify employment:
	TITLE:	MAJOR RESPONSIBILITIES: (leave blank if described on resume)			

1. Have you ever been a member of, worked or served as a volunteer at a YWCA?

_____ Yes _____ No

If yes, please elaborate:

2. Do you have a valid driver's license or consistently reliable way to get to work and, if required, to frequent off-site appointments?

_____ Yes _____ No

3. Have you ever been in the U.S Armed Forces?

_____ Yes _____ No

4. Are you now a member of the U.S. National Guard?

_____ Yes _____ No

5. If appointed, are you willing to submit to a controlled substance test?

_____ Yes _____ No

6. Are you able to perform the essential functions of this position, either with or without reasonable accommodation?

_____ Yes _____ No

7. Have you ever been convicted of a crime?

_____ Yes _____ No

If yes, explain conviction(s), how recently such offense(s) was/were committed, and disposition of the case:

What experience and abilities do you have in the following areas?
Mark the appropriate column for each type of experience.

Area	Developing strength and confidence in this area	First-hand experience in this area	Years of demonstrated experience, high level of strength and high confidence in this area
Leadership --YWCA Mission fulfillment-general -- including racial justice -- women's economic empowerment			
--Growing and motivating the board			
--Growing and motivating staff			
--Growing the assets of an organization as a whole as well as a program or administrative capacity			
Nonprofit Operations Management			
Nonprofit Financial Management and Negotiating Skills			
Nonprofit Planning and Visionary Thinking			
Organizing work			
Program/Administrative Development in the area of _____ Staff Supervision this area:			
Program/Administrative Development in the area of _____ Staff Supervision this area:			
Program/Administrative Development in the area of _____ Staff Supervision this area:			
Program/Administrative Development in the area of _____ Staff Supervision this area:			
Other Program Development and/or Staff Supervision Experience:			
Advocacy for racial justice			
Advocacy for women's empowerment			
Fundraising-Direct Solicitation			
Fundraising-Grant Writing			
Fundraising-Events			
Verbal and written communication skills, Marketing, Communications			
Community Relations and Promotion			
YWCA Staff to Staff and YWCA Volunteer to Staff Relations			

What abilities do you have with these/other computer software programs? (mark appropriate level)

Software	New to Me	Familiarity/Some Use	Command of General Functions	Advanced Abilities
MS Word				
MS Excel				
MS Powerpoint				
MS Access				
Accounting Software (please name):				
Fundraising Software (please name):				
Website Design/Upkeep (please name):				
Other Software (please name):				

Please list three recent work related references other than relatives
(letters of recommendation with contact information may be attached if you prefer)

1. Name _____ Relationship _____
Position _____ Organization _____
Address _____ Telephone _____
E-mail _____

2. Name _____ Relationship _____
Position _____ Organization _____
Address _____ Telephone _____
E-mail _____

3. Name _____ Relationship _____
Position _____ Organization _____
Address _____ Telephone _____
E-mail _____

May we conduct a comprehensive reference check with those listed above? _____ Yes

May we also talk with colleagues not listed above that you are known to have worked with?

_____ Yes _____ Yes, with the exception of (please list):

_____ Please contact me first _____ Not at this time

Please read each paragraph, then sign below

I certify that I have not purposely withheld information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material on this application or on any document supplied can be grounds for rejection of the application or, if I am employed by this organization, terms for my immediate expulsion..

I am aware that a background check may be conducted as a part of considering my application. As noted above, I permit the YWCA to examine my record of employment, education record and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them without giving me prior notice of such disclosure. In addition, I release the organization, my former employers and all other persons, organizations, corporations, partners, collaborators and associations contacted from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

Applicant's Signature _____

Date: