



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ALLEGHANY HIGHLANDS YMCA JOB DESCRIPTION

Job Title: **Chief Executive Officer**

FLSA Status: Exempt

Reports to: Board Chair

Revision Date:

Leadership Level: Organizational Leader

Primary Function/Department: Association Office

### POSITION SUMMARY:

This position supports the work of the ALLEGHANY HIGHLANDS YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Chief Executive Officer at ALLEGHANY HIGHLANDS YMCA sets the strategic direction of the organization; oversees its financial stability, staffing, development and operations; and positions the Y as a community convener and collaborator to address critical social issues. The Chief Executive Officer works under the policies, directives and guidelines of the board of directors.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Partners with the governing board to set the organization's policies, goals, and strategic direction. Implements its policies, plans and directives, and reports on matters affecting the welfare of the association.
2. Provides leadership in securing needed resources for current operations, capital improvement, community development and long range financial stability. Oversees the long-range development of the association's resources. Ensures fundraising activities and strategies are sufficient to support the Y's charitable needs.
3. Initiates and fosters relationships with all constituents through a systematic cultivation plan designed to increase support of the Y. Maximizes community partnerships, engages volunteers, and cultivates and solicits top donors and community leaders. Interprets the purpose and programs of the Association.
4. Directs the development of the strategic plan and assures the accomplishment of organizational goals and objectives.
5. Intentionally uses change as a strategy to expand options and opportunities and better leverage Y resources and capabilities. Oversees YMCA operations and programs and works with the board and staff to anticipate and address community needs. Fosters a climate of innovation to develop member- focused programs. Spearheads the development, communication and implementation of effective strategies and processes.
6. Creates successful change by aligning structures, systems, and processes that are linked to the change. Directs the staff to carry out initiatives, assignments and programs under the approved strategic plan and annual budget. Ensures a positive workplace culture and an effective staff organization.

### ALLEGHANY HIGHLANDS YMCA

101 YMCA Way, Covington, VA 24426

P 540 962 9622 F 540 862 8675 [alleghanyhighlandsymca.org](http://alleghanyhighlandsymca.org)

7. Communicates and collaborates with government, schools, other not-for profits, corporations and other organizations in the community. Interprets the work of the YMCA to the community and ensures its cause, vision, values and goals are understood. Executes strategic alliances with other Ys, community organizations, and global partners to benefit the community (e.g., state alliances, health care facilities, schools).
8. Develops and maintains excellent relationships within the community and the Association, as well as within the state, regional, national and international YMCA movements.
9. Recommends annual budget for board approval. Ensures prudent fiscal management, reporting and controls. Oversees financial operations.

#### **LEADERSHIP COMPETENCIES:**

- **Change Leadership:** Initiates changes to improve the YMCA, meet community needs, and maximize impact. Creates a sense of urgency to support change initiatives. Manages implementation of change by understanding and addressing the impact of change on cultures, systems, and people. Aligns time and resources to allow new approaches to catch on, evolve, and thrive. Plans for resistance as part of the change process and develops strategies to help adapt and accept change initiatives.
- **Collaboration:** Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader, building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.
- **Philanthropy:** Engages staff, volunteers, and members in fundraising activities and strategies. Organizes philanthropic activity and strategies to successfully raise necessary funds. Reports the sources, uses and management of donated funds to constituents in order to preserve and enhance confidence in the organization.
- **Volunteerism:** Maintains diverse advisory councils that actively support the Y's goals and strategic plans. Clarifies and reinforces the division of roles and responsibilities between corporate boards, management or advisory boards, staff, and general volunteers.

#### **QUALIFICATIONS:**

- Bachelor's degree in business administration, human services or related area; related graduate degree or work experience preferred.
- YMCA Organizational Leader certification required within three years from date of hire.
- Ten or more years broad management experience, preferably in the YMCA and/or not-for-profit sector, including strategic planning, board and volunteer development, philanthropic development, and multi-site operations.
- Insight and skill to effectively lead a voluntary, not-for-profit organization within a complex internal and external environment.
- Demonstrated experience in community relations, financial development, fiscal management, and board and volunteer development.
- Ability to attract, retain, lead and motivate quality staff and volunteer leadership.
- Knowledge and understanding of community resources and the ability to engage and partner these resources with the YMCA to meet strategic objectives.
- Must be regarded as a peer to other top-level community leaders.
- Must have commitment to the mission and cause of the YMCA and uphold its values and ethics.
- Must be an articulate spokesperson on behalf of the YMCA.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- An understanding of the national and international relationships of the YMCA is preferred.
- Must successfully complete CPR/AED/First Aid certification by an approved provider within 90 days from date of hire.
- Must be able to pass all background screenings, with negative TB test.
- Child and Adult Care Food Program training mandatory within 30 days from date of hire.
- Complete all online required training(s).

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.