

YWCA of Vermont, Inc. Executive Director

(Posted: May 16, 2008)

The YWCA Vermont (YWCA), based in Colchester, VT and South Hero, VT has retained Noonmark Nonprofit Services to recruit an effective and experienced leader and manager to serve as executive director. This is an exceptional opportunity for an individual with fundraising, program development, and other management and leadership skills to strengthen a community-based nonprofit with a proud history that anticipates and welcomes significant change over the next few years. Applications will be accepted until this position is filled.

The Organization

The YWCA is a pro-active membership organization that works in collaboration with others to offer high quality programs designed to eliminate racism and provide opportunities for growth, leadership, and power for women and girls of all ages, races, cultures & creeds.

The YWCA is best known for Camp Hochelaga, a summer camp for girls located in South Hero, VT on beautiful Lake Champlain just 30 miles north of Burlington. Hochelaga is the only YWCA owned and operated residential, girls-only summer camp left in the country.

The YWCA was founded in 1921. It is a self-governing member of the YWCA USA and is the only affiliate in Vermont. It has a permanent staff of 3 and a large seasonal camp staff; its operating budget in FY2008 is approximately \$350,000. Funding comes primarily from program service fees; contributions from foundations, corporations, and individuals.

The YWCA is governed by a board of directors made up of women with diverse backgrounds in business, nonprofit management, law, education and other fields. The executive director position has been developed to replace an operations manager who stepped down in January 2008.

Principal Responsibilities of the Executive Director

The overriding responsibility of the executive director will be to work with the board to define the best ways the YWCA can develop and expand its important mission over the next five to ten years. In particular, the executive director will be responsible for working with the board to create a strategic plan that will guide the organization's work and then to implement that plan through effective day-to-day management.

Key responsibilities will include:

1. Creating and carrying out programs consistent with the strategic plan and tangible, measurable strategic goals.
2. Raising money from a variety of sources, including grants and contributions from foundations, corporations, individuals, and government agencies; and income-generating activities.
3. Increasing the visibility and public awareness of the organization's role in empowering women and creating opportunities for women's growth, leadership, and power.

Desired Skills and Personal Characteristics

1. Passionate about the YWCA's mission, demonstrated through relevant experience and knowledge. Understanding of the societal forces affecting women, girls and people of color, a desire to fill a unique niche, and a belief that this YWCA should and could make a difference in changing women's and girl's lives and spearheading racial justice.

2. Demonstrated ability to inspire and motivate staff; create a dynamic work environment, be decisive yet inclusive, and model and teach a philosophy that encourages integrity, growth, creativity, appropriate autonomy, accountability and teamwork among staff and volunteers. Able to attract, develop, and retain a first-class staff and volunteers
3. Experienced in the preparation and analysis of financial statements and budgets.
4. Ability to think strategically and to identify organizational resource needs, and able to put together detailed operating plans in order to turn good ideas into well-executed activities.
5. Demonstrated commitment to women, children and family services through previous work as a professional or volunteer leader in human services or related field.
6. A successful fundraiser, especially in smaller, more rural areas, with a track record that includes having secured grants and contributions from foundations, corporations, individuals, and government agencies.
7. Experienced in creating and building programs, including those that generate revenue and can be self-sustaining.
8. An excellent communicator who can establish credibility with donors, business groups, government officials, and the media.
9. Able to develop a strong working relationship with a board of directors made up of diverse individuals dedicated to the success of the organization.
10. Computer and data base management proficiency. Desktop publishing experience helpful.

Compensation

Salary will be commensurate with experience and qualifications. Compensation also includes a comprehensive benefits package.

To Apply

Please **e-mail** 1) a cover letter that explains why you're interested and qualified, and 2) a resume to:

Jane Van Buren, Principal
Noonmark Nonprofit Services
802-324-1724
E-mail: janevb@NoonmarkServices.com
(please include "YWCA" in subject line; attached files in Microsoft Word or PDF only)

All applications will be acknowledged promptly.

(A detailed job description and this job announcement can be found at www.noonmarkservices.com.)

The YWCA Vermont is an Equal Opportunity Employer.