

eliminating racism empowering women

ywca

Central Massachusetts

Position:	Associate Executive Director – Mission, Program and Community Impact
Accountability:	Executive Director
Availability:	Full-time
Annual Salary:	\$70,000 - \$80,000
Location:	Worcester
CORI Required:	Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

The YWCA Associate Executive Director – Mission, Program and Community Impact oversees the development and delivery of YWCA programs and advocacy, and ensures that our goal to eliminate racism and empower women is highly evident in all related YWCA interactions, service delivery and community relations and partnerships.

Responsibilities:

- Cultivates and sustains relationships with funders and other service providers to promote the YWCA mission and our work, to develop partnerships, and to ensure access to important information and emerging opportunities.
- Oversees design and development of YWCA programs, services and supervision of Senior Program Staff to ensure full alignment with the YWCA mission, match with YWCA standards and overall strategic aims, and significant benefit for women and their families – especially in the areas of:
 1. Women's empowerment, economic advancement, and leadership development – especially among young women
 2. Wellness and Health Equity
 3. Women's and Girls' Safety
 4. Early Education and Care
 5. Girl's empowerment and youth development
 6. Teen development
 7. Housing, including supportive housing for women
 8. Other women's, family and community programs and initiatives designed to further the YWCA mission, including initiatives designed to boost ongoing efforts to eliminate racism and empower women.

- Develops and implements a supervisory structure of Senior Program Staff to maximize service delivery efficiencies while ensuring ample coverage.
- Staffs/supports designated YWCA Program Committee(s).
- Mobilizes staff to ensure client/participant progress and sustain overall excellence.
- Works closely with staff and volunteers throughout the planning process to gather and incorporate relevant information about trends related to program/service goals, objectives, and policies.
- Recommends service delivery/safety policies and protocols as they relate to program and ensures that operations conform.
- Develops checklists or other tools to ensure:
 1. Full understanding among staff and volunteers of the YWCA's racial justice and women's empowerment history, positions, and strategies implemented to eliminate racism and empower women
 2. That YWCA service curriculums, policies and practices are fully aligned with our mission to eliminate racism and empower women, are fully incorporated, intentionally brought to life, and annually (at least) measured in terms of impact in each area of our work.
 3. Checks and analyzes progress toward program/service and outcome targets, and designs and implements improvement efforts.
- Fosters the engagement of volunteers and ensures ample motivation and recognition of their contributions.

Qualifications:

- Minimum of Bachelor's Degree, Master's Degree preferred.
- 7-10 years relevant experience in program development, organizational planning, human services administration or related field preferred.
- Proven strategic and tactical planning skills for program planning and operation.
- Strong skills in supervision and community organization.
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Personal qualities of integrity, credibility, and dedication to the YWCA mission.

How to apply:

If you are interested in applying for the above position please send resume to:

Email: HR@ywcacentralmass.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
 Attn: Director of Human Resources
 1 Salem Square
 Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.