

Executive Director



JOB DEFINITION:

As the Executive Officer of the Boards and chief executive of the organization, the Executive has overall responsibility for developing and administering the YWCA's programs and budget in alignment with its mission, Board policies, and the affiliation requirements of YWCA USA. The Executive works in close partnership with the Board of Directors, Board of Trustees, and Board committees, and is responsible for the selection, supervision, and evaluation of professional, administrative, and support staff. In addition, the Executive oversees the management of all facilities and assets owned or leased by YWCA Cortland.

Mission: YWCA Cortland is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

1. Executive Leadership & Board Relations

Serve as Executive Officer to the Boards of Directors and Trustees, supporting them in fulfilling their fiduciary, legal, and governance responsibilities and maintaining affiliation with YWCA USA.

- Provide strategic guidance and timely information to enable the Boards to establish effective planning processes, policies, and controls aligned with the YWCA mission.
- In collaboration with the Board President, prepare agendas for Board meetings; attend all meetings and ensure Board members are informed of organizational developments.
- Oversee implementation of programs, policies, and resolutions adopted by the Boards.
- Serve as, or designate staff to serve as, ex-officio liaisons to Board committees.
- Ensure the accurate retention, protection, and accessibility of official organizational records.
- Maintain an ex-officio relationship with the Board of Trustees.

2. Human Resources & Staff Leadership

Serve as agent of the Board with responsibility for organizational staffing, personnel administration, and leadership development.

- Oversee recruitment, hiring, supervision, evaluation, and termination of staff in accordance with personnel policies and applicable laws.
- Collaborate with the Personnel Committee to ensure compliance with employment regulations, review personnel policies, and address policy exceptions as needed.
- Ensure development, regular review, and maintenance of job descriptions, salary ranges, and personnel records.
- Lead affirmative action and equity-based recruitment and workforce development efforts.
- Oversee staff training, professional development, performance management, and supervision.
- Convene regular senior staff meetings to support communication, collaboration, and shared leadership.

Child care Benefit:

The YWCA subsidizes 50% of child care costs for children enrolled in YWCA childcare programs.

Health and Wellness Benefits:

Employees receive a free membership to the YWCA fitness facilities. This includes water and land classes, weight room and all non-specialty classes.

Paid Time:

32 hours of personal time
Accrue 3.69 hours per paycheck for sick leave and vacation. Paid holidays. *

Health Insurance:

The YWCA contributes to each employee's plan. *

Retirement:

Available to employees working two years with the agency. YWCA Cortland along with YWCA Retirement Fund contributes an average of 3-5% annually regardless of employee contributions. Contribution elections are reviewed on an annual basis. *

Work Environment:

The YWCA embraces a family-friendly and flexible work environment.

Employee Assistance Program

(EAP):

Many benefits are available including professional development, counseling, family planning, discounts, and unlimited resources accessible to each employee and anyone living in their household.

*Benefits are for full-time positions

- Foster a high-performing leadership team aligned with the YWCA mission and programmatic goals.

3. Strategic Planning & Program Leadership

Provide leadership for organizational planning processes that center the needs and concerns of girls, women, children, and families and guide the development and implementation of responsive programs.

- Partner with the Planning Committee to develop and implement strategic planning processes aligned with YWCA USA priorities and responsive to community needs.
- In collaboration with the Board President, designate staff and volunteer leadership for social action and advocacy initiatives and ensure implementation of the association's advocacy agenda.

4. Membership & Movement Engagement

Ensure the YWCA operates as a member-driven organization and part of a broader movement.

- Support membership growth, engagement, and leadership development.
- Plan and facilitate membership meetings in collaboration with appropriate committees.
- Serve as ex-officio member of the Governance Committee and support identification and development of Board leadership.
- Promote participation of members and leaders in YWCA New York State, YWCA USA, and World YWCA activities, as resources allow.
- Ensure completion and submission of all required reports to YWCA USA.

5. Financial Stewardship & Sustainability

Oversee the fiscal management of the organization and advance long-term financial sustainability.

- Work with the Finance Committee to ensure adequate financing of operations, sound financial controls, appropriate insurance coverage, and effective financial policies.
- Support the Treasurer and Finance Committee Chair by providing timely access to financial records and information.
- Lead the annual budgeting process in alignment with organizational priorities and strategic planning.
- Ensure the Boards receive accurate, timely financial reports and are informed of legal and contractual obligations.
- Oversee accounting, financial systems, and administrative operations.
- Collaborate with the Board of Trustees on effective management of organizational assets.

6. Facilities & Asset Management

Oversee the use, maintenance, security, and long-term planning for all YWCA facilities and properties.

- Serve as liaison between the Board of Directors and Board of Trustees regarding capital improvements, property acquisition, and disposition.
- Maintain 24-hour on-call responsibility for facility-related emergencies.

7. Community Leadership & Visibility

Ensure the YWCA advances its mission and maintains a strong presence as a leading human services organization in the Cortland community.

- Represent the YWCA in community partnerships, coalitions, and public forums in collaboration with Board leadership and senior staff.
- Advocate for the needs and representation of women, girls, and marginalized populations.
- Oversee marketing, communications, and public relations efforts, including print, digital, website, and social media platforms.
- Promote the YWCA through community events, publications, and outreach initiatives.

8. Resource Development & Fundraising

Provide leadership for a comprehensive development program to ensure diversified and sustainable revenue.

- Partner with the Boards and Development Director to plan and implement fundraising strategies, including annual giving, special events, capital campaigns, planned giving, and grants.
- Cultivate and steward donor relationships and support expansion of the donor base.
- Build collaborative relationships with community partners to strengthen and diversify revenue streams.
- Collaborate with senior staff on grant development and submission to public and private funders.
- Identify major funding opportunities and keep the Board informed of significant proposals and awards.
- Maintain a strong working relationship with United Way and oversee annual funding applications.

MINIMUM QUALIFICATIONS

- A combination of education, professional experience, and lived experience that demonstrates the ability to advance the YWCA mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.
- Bachelor's degree in social work, nonprofit administration, education, human services, counseling, or a related field required; advanced degree preferred. Relevant professional experience may be considered in lieu of formal education where appropriate.
- Demonstrated senior-level leadership experience in a nonprofit, public, or mission-driven organization, including supervision and development of staff and volunteers.
- Experience advancing equity, inclusion, and social justice through organizational leadership, policy development, programming, or advocacy.
- Proven experience in nonprofit resource development, including relationship-based fundraising, special events, and grant development.
- Strong written and verbal communication skills, including the ability to communicate complex or sensitive information clearly and effectively.
- Demonstrated ability to build trust and work collaboratively with individuals across diverse identities, lived experiences, and socioeconomic backgrounds.

- Experience leading organizations through change, complexity, and uncertainty with transparency, accountability, and adaptability.
- Valid driver's license and ability to travel locally during daytime and evening hours as required.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- Deep understanding of nonprofit governance, fiduciary responsibility, and effective Board-Executive partnerships.
- Demonstrated commitment to equity-centered leadership, including the ability to identify and address systemic barriers and promote inclusive organizational practices.
- Strong interpersonal, facilitation, and relationship-building skills with the ability to engage effectively with staff, volunteers, funders, community partners, and regulatory agencies.
- Advanced analytical, critical thinking, and strategic decision-making skills.
- Financial acumen, including experience with budgeting, financial reporting, and stewardship of organizational resources.
- Proven ability to lead, coach, and develop diverse teams, foster psychological safety, and support professional growth.
- Strong advocacy and public speaking skills, with the ability to represent the organization effectively to elected officials, media, funders, and community stakeholders.
- Proficiency with technology and digital tools, including office productivity software, financial systems, donor databases, and online communication platforms.
- Ability to manage multiple priorities with attention to detail, accuracy, and organizational effectiveness.
- Sound judgment and discretion in handling sensitive, confidential, and high-impact organizational matters.
- Capacity to navigate conflict constructively and lead through change with resilience and empathy.

REPORTS TO:

Board of Directors

Salary:

\$80,000-\$90,000