



White Plains & Central Westchester

Executive Director & CEO

As we like to say, “We’re not new to it, but we are true to it.”

ABOUT THE ORGANIZATION

For more than 90 years, the YWCA White Plains & Central Westchester (YWCA WPCW) has been a recognized model for social change in the community through its services, advocacy, education, and training programs. Our vision is a world where racism does not exist, where every woman, especially those of color, can fulfill her potential, and where the voices of women are heard and respected.

The mission of the YWCA WPCW is to eliminate racism, empower women, stand up for social justice, help families, strengthen communities, and promote peace, justice freedom and dignity for all. Through our Women’s Hall of Fame and our signature In the Company of Women event, we identify, celebrate, and learn from strong women. Through our Westchester Center for Racial Equity, launched in April of 2021, we strive to nurture and amplify the movement to build a better, more equitable world.

A passionate advocate for our mission, the YWCA WPCW supports extensive programming serving more than 4,000 people each week. Some highlights include:

- Providing supportive housing for 193 low-income women at our Residence facility which is the largest supportive housing complex in the state of New York.
- Cultivating girls to be leaders through our Youth leadership programs.
- Educating children for brighter futures through our childcare center, nursery school, after school, and summer camp programs.
- Standing up against racism as evidenced by workshops, trainings, and collaborations with community partners:
- Putting health and wellness and competitive sports within reach of the underserved through our gymnastics and aquatics programs.

POSITION SUMMARY

The YWCA of White Plains and Central Westchester is seeking a dynamic, effective, community- focused, and collaborative Executive Director & CEO who will be a highly visible, activist leader charged with assuring that the association continues to grow and expand. The

stellar candidate will have the ability to assume overall responsibility for an organization with a long history, strong mission, outstanding reputation and recognized potential. The successful candidate will be an enthusiastic executive who will work in partnership with the Board of Directors and will structure an organization of steadily increasing strength and effectiveness built on the YWCA's solid foundation.

Key Responsibilities

- **Advocacy**
 - Serve as a confident, articulate, and persuasive advocate for the YWCA to increase its visibility with private and public human service organizations and associations, advocates, lawmakers, government staff and agencies, the media, funders, and key community representatives.
 - Direct contract negotiations with government agencies, sub-contractors and any other outside organizations.
 - Network actively with professional colleagues to support the issues affecting the well-being of women and people of color.

- **Fundraising and Marketing**
 - Through aggressive fundraising, build resource development in all facets: cultivate foundations, corporate sponsors, and individual donors; facilitate the pursuit of diverse grants and contracts; seek strategic alliances, partnerships for programs and space and joint ventures in concert with the Board of Directors.
 - Assume a major role in the cultivation and solicitation of individual donors, foundations, and corporations and in any capital campaigns initiated by the Board.
 - Assure a consistent revenue stream and build a reserve for a strong financial future.

- **Fiscal Management**
 - Assess and assure financial feasibility of current programs and services as well as all new initiatives being considered by the YWCA based on changing community needs and priorities.
 - Direct staff processes for developing the annual budget and work closely with them to assure a financially sound operation.
 - Assume responsibility for the financial health, stability, capacity, and planned growth of the association.
 - Monitor all finances and work closely with the Chief Financial Officer, Treasurer and Board to assure efficient and cost-effective operation.

- **Programs and Administration**
 - Assume primary responsibility for all the association's operations.
 - Provide leadership to senior management in all areas of program development, fundraising, management, and team building.

- Possess a strong internal presence; model, mentor, and motivate the staff regarding the vision and mission of the YWCA.
 - Build a strong advocacy capacity by mobilizing staff and volunteers.
 - Develop appropriate planning efforts; ensure plan implementation and oversee that staff and leadership regularly monitor progress.
 - Ensure the appropriateness of all job descriptions and salary ranges, performance expectations and measures of accountability and continually empower staff to fulfill their roles and functions.
- **Board Relations**
 - Work closely and collaboratively with the Board of Directors and the chair to set strategic goals, establish policy, and enhance human and financial resources to assure the continued growth and success of the organization.
 - Develop and recommend specific strategic plans for short- and long-range program, budget, public relations, fundraising and advocacy goals.
 - Serve as professional advisor to the Board to support its leadership role and assist its ability to make informed decisions.
 - Participate in Board meetings and provide continuous information and insight regarding all internal options and any relevant local, regional, national legislative or judicial issues.

QUALITIES WE ARE SEEKING IN A NEW CEO

The successful candidate will have an entrepreneurial spirit and business acumen essential to leading a multi-million dollar organization and will demonstrate the following characteristics:

- Belief in the Mission of the YWCA and an understanding of the societal forces affecting women, children, and people of color.
- Passion for racial justice and an ability to integrate diversity, equity, and inclusion in the fabric of the organization and the local community.
- Ability as a visionary leader and ambassador of the YWCA to inspire internal and external constituencies and in doing so accentuate the value of the YWCA to the region.
- Possession of a strong sense of integrity and an ability to maintain confidentiality.

Skills, Experience and Attributes

- At a minimum, the successful candidate will possess:
 - Bachelor's degree or equivalent experience
 - 10 years of progressively responsible leadership experience in a not-for profit organization.

In addition to the minimum experience needed, the successful candidate will possess:

- A proven track record of building and maintaining strong relationships with people of influence in the nonprofit, corporate, education, legislative, and government arenas,

especially in Westchester County and New York state, as well as the ability to build effective collaboration among these various groups to drive change on key issues

- Demonstrated success, passion and proactivity associated with major donor campaigns and fundraising
- Experience working in communities of diverse cultures and socio-economic status with populations of community leaders, volunteers, donors, and other stakeholders
- Experience leading organizations in either a professional or volunteer capacity in the fields of human services (or a related field) with a commitment to women, children and childcare, family services and residential supportive housing
 - Significant professional experience in supervision and management of staff, budgeting, and strategic financial management and efficiently aligning and maximizing resources
 - Demonstrated ability to build an organization that embraces and celebrates diversity, equity, and inclusivity among the staff and membership
- Experience working with and supporting an engaged Board of Directors
- The ability to think strategically combined with resourcefulness and creativity, often requiring a hands-on and multitasking approach to the organization's work
- The ability to listen to others, take in what they are saying and respond in a way that keeps communication and input channels open
- Exceptional verbal and written communication skills along with the ability to deliver compelling presentations to public and private audiences
- Strong analytical skills and the ability to collect, and interpret data to support strategic decision making
- Demonstrated knowledge of finance, budgeting, and contract compliance
- Strong digital skills including use of social media platforms, as well as donor, collaborative, and communications software

The compensation range for this executive position is \$150k - \$250k based on experience; a competitive benefits package is offered.

If interested in applying for this position please follow the below link to apply:

<https://www.indeed.com/job/ceoexecutive-director-2a0dd3db56ac7a86>

The YWCA White Plains and Central Westchester is an Equal Opportunity Employer. We encourage people with disabilities, minorities, veterans, and women to apply. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity.