

YWCA **IS ON A** **MISSION**

An Opportunity with Purpose

Chief Executive Officer
YWCA El Paso del Norte Region

YWCA IS ON A MISSION

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| POSITION | Chief Executive Officer |
| ORGANIZATION | YWCA El Paso del Norte Region (YWCA) |
| LOCATION | El Paso, Texas |
| ABOUT THE ORG | <p>YWCA El Paso del Norte Region (YWCA), a 501(c)(3) non-profit organization, has served El Paso, Texas and the border region since 1909 and is the largest, most comprehensive YWCA in the United States.</p> <p>YWCA is affiliated with YWCA USA, the oldest and largest multicultural women's organization in the world. Our leadership and membership share YWCA USA's mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all.</p> <p>With approximately 450 full- and part-time employees, 500 volunteers, and an annual operating budget on the order of \$40 million, YWCA provides an array of programs serving individuals and families across the border region from four owned facilities and numerous partner locations. YWCA offers diverse programming to individuals of all ages related to early learning, after school education, childcare, health and wellness, job and life-skills training, transitional living, and affordable housing.</p> <p>Building on a more than 110-year legacy, YWCA has formalized strategic goals and priorities to fulfill our mission and is committed to Accelerating our Impact by:</p> <ul style="list-style-type: none">• Inspiring a thriving Organization to inspire a thriving community• Strengthening YWCA infrastructure for sustainability.• Empowering women in the El Paso del Norte region.• Unleashing the potential of El Paso's children.• Elevating YWCA's role in community action and public policy to advance inclusion, emphasizing racial and social equity. |
| OVERVIEW | <p>YWCA is seeking a CEO to lead the organization with a focus on operational excellence, growth and financial sustainability. The ideal CEO is a passionate leader who lives the mission of YWCA and cultivates a culture that is reflective of that same mission. The successful candidate will be skilled in organizational leadership and strategic execution.</p> |

SUMMARY

The CEO of YWCA El Paso del Norte Region is entrusted with the management of the organization by the Board of Directors. The CEO is responsible for the leadership, administration, and stewardship of the organization in continued and constant pursuit of the mission S/he will ensure that the organization operates in a compliant and fiscally prudent manner to deliver the highest quality services and programs to the community.

The CEO will work collaboratively with YWCA Board of Directors and senior leadership team to refine, and, with the staff, to implement the strategic plan and administer operations in a manner that aligns resources, services, advocacy, and engagement efforts with organizational priorities. S/he will ensure that YWCA continues to be a leader and catalyst for empowerment and positive social change through effective and agile provision of programs and services.

The role of CEO of YWCA is a rewarding career opportunity for an individual with a balanced combination of strategic and operational expertise. The successful candidate will be a seasoned leader who shares YWCA's values and a demonstrated change agent who will leverage and build upon YWCA's past successes and current momentum to achieve continuously greater impact in the communities we serve.

KEY RESPONSIBILITIES

Leadership

- Strengthen the culture of YWCA and reinforce its values by demonstrating the mission in all facets of engagement and administration
- Create a collaborative environment that exemplifies transparent communication and a cross-functional approach to problem-solving and program delivery
- Empower staff to fulfill their potential and achieve established goals
- Expand talent capacity and support professional development to foster a growth mindset

Operational and Administrative Management

- Oversee the refinement and implementation of the Strategic Plan
- Maintain policies and practices to comply with local, state and federal reporting and procurement standards
- Oversee the management, use, safety, security, and maintenance of YWCA facilities and other assets
- Oversee procurement/contracts, agreements, modifications, and audits

Financial Management

- Oversee the financial operations of YWCA
- Ensure sound fiscal and risk management policies, practices, and controls
- Lead staff and board processes for development and approval of the annual budget
- Provide timely, accurate, and complete financial reports and corresponding analyses and recommendations
- Maintain the highest level of stewardship of YWCA's assets

Resource Development and Fundraising

- Establish goals for annual fund development and special capital campaigns
- Develop fundraising plans and assume leadership in the cultivation and solicitation of individual donors, foundations and corporations
- Identify, obtain, and comply with grants and agency contracts
- Foster and maintain strategic alliances and partnerships

Program Development and Implementation

- Evaluate program alignment with YWCA mission and strategic goals
- Assess performance and viability of existing programs and services
- Monitor community needs in relation to YWCA's programs and services and capitalize on opportunities to strengthen or scale programs as appropriate

Community and External Relations

- Continually seek new opportunities to raise the visibility and awareness of YWCA brand, mission, values, and programs among all stakeholders
- Demonstrate deep engagement with and commitment to the community
- Research and recommend legislative and policy positions relevant to the organization's mission
- Network with YWCA USA, other YWCAs, and other non-profit leadership to build strong and sustainable relationships

Board and Volunteer Engagement

- Ensure positive interactions with Board members, committee members, and staff to facilitate a wide range of contributions and commitments
- Engage and collaborate with the Board to set strategic goals, establish policy, and manage financial resources
- Support the work of the Board in governing the business of the organization
- Participate as an ex-officio member of the Board of Directors, related committees and YWCA of El Paso Foundation Board of Trustee

QUALIFICATIONS

This position requires an experienced leader with a demonstrated history of building high performing teams and creating positive workplace cultures with successful organizational management. The selection committee is interested in candidates who demonstrate achievement in the following areas:

- Nonprofit or corporate management experience in an organization comparable in scope and complexity to YWCA
- Fund development and revenue generation
- Marketing and branding
- Financial management, development of, and adherence to complex operational budgets
- Collaboration with diverse stakeholders
- Commitment to community involvement, volunteerism and leadership
- Strategic planning

- Management of senior personnel and ability to build and cultivate relationships with a large and diverse group of employees
- Experience with grant management and implementation of and adherence to related policy
- Extraordinary communication and conflict resolution skills
- Spanish literacy – speaking and writing – is preferred but not required

Qualified candidates must adeptly relate to people of all ages, races, ethnicities, religions, and socio-economic backgrounds and understand the unique characteristics of a bi-national, cross-border community. The successful candidate will be expected to reside in in the El Paso region.

EDUCATION

Bachelor's degree is required; a graduate or professional advanced degree is preferred

HOW TO APPLY

To be considered, please submit your resume with cover letter, including salary range expectations to: info@austinworknet.com

EQUAL OPPORTUNITY EMPLOYER

YWCA El Paso del Norte Region is an equal opportunity employer. Employment selection and related decisions are made without regard to age, race, gender, color, religion, national origin, citizenship, disability, veteran status, application to perform services in the armed forces, gender identification, sexual orientation or genetic information or other protected status.