

YWCA of Brooklyn

EXECUTIVE DIRECTOR

Job Description

The Board of Directors of the YWCA of Brooklyn is seeking an Executive Director who will champion the mission of eliminating racism and empowering women, drive the execution of the strategic plan to expand low-income housing and effective programs, and guide the organization forward as a leading voice and presence for the girls and women of Brooklyn, NY.

The Organization

Since 1888, the YWCA of Brooklyn has been encouraging women and girls to help themselves, each other and their communities. Offering safe and affordable housing in downtown Brooklyn, as well as health promotion, skills development and peer support throughout the borough's neighborhoods, the YWCA provides opportunities, especially for women and girls with limited options, to manage their own lives, make healthy choices and be leaders. Through partnerships and collaborations, the YWCA is committed to working toward a more just world for women and girls.

After three years of transition, the YWCA has stabilized its finances, established a diverse and dynamic Board of Directors, and developed a core management staff to lead its programs. Over the next three years, the YWCA will renovate its 11-story building to provide more than 300 low-income women with attractive housing in downtown Brooklyn, expand its women's health promotion and young women's leadership development programs, and establish a vibrant community center focused on the needs of Brooklyn's women and girls. While financing has been secured for the basic renovation, additional philanthropic and community support will be needed to fully realize this vision.

Working closely with the management team, in June 2005, the Board of Directors proudly adopted a visionary and ambitious five-year strategic plan. Implementation has already begun on the workplans to achieve each of the six goals:

- **Housing:** *Provide affordable, safe and supportive places for approximately 320 low-income women to live.* Achievement of this goal involves converting four floors into approximately 90 new studio apartments, as well as refurbishing the five floors currently dedicated to more than 200 single room occupancy units. Public financing has been secured and a project management team is in place.
- **Health:** *Annually engage more than 10,000 low-income women in an array of health promotion programs.* Achievement of this goal involves expanding the YWCA's Sister Strength program which trains women from the community to become health educators, who in turn teach other women how to reduce their risks for heart disease, obesity, and diabetes. The YWCA will also grow its other health education and community outreach programs to refer more women to free breast and cervical cancer screenings and other health support services. Funding has been increased and referral relationships and partnerships are being expanded.
- **Girls' and Young Women's Skills and Leadership Development:** *Increase the size and range of youth and leadership development programs.* Achievement of this goal involves expanding the YWCA's academic, career and life skills programs for young women ages 9-18, as well as related building renovations. Initial funding has been

secured and relationships with local schools and community organizations are being expanded.

- **Community Space for Programs:** *Provide attractive and affordable space in downtown Brooklyn for a range of community programs and events.* Achievement of this goal involves building renovation, including a large street-entrance hall for performances and special events, as well as some office space. Current tenants have been informed and are in the process of leaving, and the new facility design is underway.
- **Organizational Infrastructure and Development:** *Enhance the organization's capacity through the further development of board, staff, financial resources, and partnerships and collaborations.* Achievement of this goal involves supporting the board's standing committees and task forces, finalizing and implementing staff and diversified resource development plans, and strengthening and expanding strategic partnerships and collaborations with government agencies, foundations and other nonprofit organizations. New board leadership and committees are in place, staff development is underway, a resource development plan is being implemented, and partnerships and collaborations are being expanded.

(Please refer to our website at www.ywcabklyn.org for more information about our current programs, our strategic goals and objectives, and our recent accomplishments.)

The Position and Key Responsibilities

The YWCA of Brooklyn is seeking an Executive Director with the leadership and management skills to embody the mission, ensure the implementation of the strategic plan, and guide the organization forward with vision, integrity and results. Key responsibilities include:

- Provide overall strategic leadership and vision to the organization, in partnership with the Board of Directors.
- Guide the organizational transition through the change of leadership and the building renovation.
- Lead the management team, support their workplan implementation activities, and guide their relationships with staff, funders, and community partners and collaborations.
- Support and counsel the Board of Directors to help them strengthen and leverage the organization's position and capacity.
- Nurture and expand the organization's partnerships, alliances and relationships throughout Brooklyn's diverse communities.
- Cultivate financial and other support from government, foundations, businesses, and individuals.
- Maintain effective communications with the board, staff, residents, program participants, partners, funders, elected officials, and the local community.
- Participate actively in meetings of the national and regional YWCA.
- Implement management controls and oversee business operations to ensure the organization's fiscal integrity and compliance with laws, regulations, contracts, and policies.
- Be a powerful voice and presence for the YWCA and the girls and women of Brooklyn.

Experience and Skills

Ideal candidates for this position will share a passion for the YWCA's mission and will demonstrate the background and capacity to:

- Undertake the challenges involved in eliminating racism and empowering women, and inspire others to dedicate themselves to this mission.
- Empower and support board and staff members to work individually and together to manage organizational transition, implement plans and deliver results.
- Engage with a wide range of people, constituencies and communities of diverse economic, racial, and ethnic backgrounds.
- Oversee a complex building renovation project with a budget of approximately \$20 million, a diverse group of 50 staff and consultants, and a \$3.5 million operating budget that involves multiple funding sources.
- Negotiate contracts, work with public and nonprofit agencies, and handle compliance with a wide variety of legal and regulatory requirements.
- Expand, diversify and cultivate relationships with foundations, government officials, and corporate and individual donors.
- Communicate clearly, both orally and in writing, projecting enthusiasm, humor, and a commitment to seeking input and listening carefully.
- Serve as a public presence for the organization, continuing to increase its visibility and enhance its reputation.

Compensation and benefits will be competitive.

Application Process: To apply, send an email with a cover letter, resume, salary requirements, and references to search@ywcabklyn.org. Complete submissions will be reviewed on an ongoing basis. The deadline for applications is April 1, 2006. Desired start date is June 2006.

*The YWCA of Brooklyn is an equal opportunity employer
and committed to maintaining a diverse workforce.*