



YMCA OF OWEN SOUND GREY BRUCE JOB DESCRIPTION

Job Title:	Chief Executive Officer
Division:	Administration
Reports to:	Board of Directors
Date:	January 2020
Salary Range:	Range to be determined by Board

Position Overview:

Provides executive leadership to the YMCA and, in partnership with the Board of Directors, is responsible for its strategic direction and success. The CEO leads the organization in achieving its mission, including overseeing its financial stability, community and philanthropic relations, staffing, development and operations under the policies, directives and guidelines established by the Board of Directors.

Association Competencies

The YMCA desires all its staff to possess the following competencies that are seen as central to the healthy delivery of the programs and services of the YMCA

- Sense of Community & Service Orientation
- Teamwork
- Commitment to Vision & Values
- Philanthropy
- Collaboration
- Interpersonal Relations
- Diversity & Social Inclusion

Nature and Scope:

- The CEO is accountable for strategic and operational leadership and management of the YMCA of Owen Sound Grey Bruce in support of its mission according to the direction set by the Board of Directors
- The incumbent oversees, develops and maintains Association relationships and positioning with key stakeholders including government, YMCA Canada, key donors and community partners
- The incumbent is responsible for ensuring the Association remains a vibrant, growing, relevant organization that continually adapts to meet changing community needs
- The CEO leads the development of strategic partnerships
- The incumbent provides support to all Board activities and manages the Board/Association relationship
- The direct reports to this position are members of the Senior Management Team, Executive Support Staff and other key roles
- This position requires a high level of innovation, creativity and analysis related to the identification and resolution of problems, as well as the development and implementation of solutions that lead to the achievement of the Association vision and strategic objectives.

Education and Experience:

- University Degree in a related field
- 10-years of senior YMCA or business management or not-for-profit experience
- Strong knowledge of YMCA programs and services
- Strong understanding of the charitable sector
- Experience in philanthropy and fundraising in annual and/or capital campaigns

- Demonstrated community relationship building
- Sound financial management track record with budget planning skills
- Strong governance policy experience.

Key Accountabilities:

Develops & Achieves the Association's Strategic Plan

- Cultivates a strong and transparent working relationship within the Board of Directors and Senior Management Team to ensure alignment and the pursuit of shared goals.
- Works with stakeholders to monitor, develop, implement and execute the Association's Strategic Plan ensuring the Association's strategic objectives are achieved, operations are run effectively and efficiently, implementing governance and risk management strategies that ensure Association assets are protected and funds are spent appropriately.
- Partners, where necessary, to build capacity in the YMCA to increase impact and relevancy.
- Is an active partner in the implementation of Plan Y, the YMCA Canada Federation's Strategic Plan, including fulfilling YMCA Federation responsibilities.

Ensures Association Excellence

- Supports effective governance through drafting with the Board of Directors: organizational policy, initiatives for the development of Directors, performance requirements for the Board, and CEO, and Chair, as well as establishing Committee and Committee Chair mandates
- Ensures the Association is meeting all legal obligations for the operation of a provincially incorporated charity including its obligations to employees, funders, and donors.
- Provides outstanding stewardship, safeguarding the Association's resources; ensures the proper internal controls are in place and management information systems provide value-added capability.
- Develops an annual operational plan that cultivates a high performance organizational environment and structure to support the achievement of goals and objectives of the strategic plan.
- Strategically directs the deployment of resources including capital infrastructure, people and technology to ensure optimal productivity and resource efficiency within the parameters agreed to by the Board of Directors.
- Delivers operational excellence, measured using qualitative and quantitative performance metrics and risk management, to guide the Board and Senior Management Team's policy and strategy decisions.
- Ensures the Association's compliance relating to the Protection of Children and Vulnerable Persons standards and reports annually to the Board confirming compliance and initiatives achieved.
- Coaches and mentors the Senior Management Team and provides opportunities for their growth and development.
- Provides executive leadership to the implementation of the human resource management, communications and marketing strategies.
- Actively participate in meetings and/or training sessions (including Child Protection Training) as required

External Leadership and Presence

- Acts as the official spokesperson for the Association
- Is an inspirational communicator of the YMCA of Owen Sound Grey Bruce's story and vision to critical community stakeholders, donors and volunteers
- Engages, cultivates and maintains positive relationships with a wide range of stakeholders including the federal governments, agencies and crown corporations, colleges, universities, research partners, regional school boards, umbrella and policy organizations and community partners, individual, corporate and major gift donors.
- Actively manages and ensures the advancement and development of the YMCA of Owen Sound Grey Bruce's brand, reputation and external profile.

Actively promotes the Association's Philanthropic Strategy

- Brings vision, innovative ideas, solutions, opportunities and partnerships to ensure the vibrancy of the mission and the sustainability of the Association.
- Delivers and communicates a strong "Case for Support" for YMCA of Owen Sound Grey Bruce for fundraising efforts in its community.
- Leads additional strategic initiatives to increase charitable contributions that are aligned with the mission, vision, values and strategic plan.
- Supports the major gifts and corporate partnership plans and YMCA Strong Kids Campaign
- Assesses potential strategic partnerships and alliances for opportunity and risk.
- Ensures all YMCA staff and volunteers understand the integral role the YMCA plays as a charity in the community.

Core Competencies:

- *Effective interpersonal skills:* Is able to actively listen, appropriately assess and respond to different people in different situations in a tactful, compassionate and sensitive manner.
- *Relationship building and collaboration:* Builds positive interactions both internally and externally to achieve work related goals
- *Results-Oriented:* the ability to lead, manage and achieve identified goals
- *Association Management & Stewardship:* Ensures the health of the YMCA today while protecting and enhancing its future
- *Forward thinking & Strategic Orientation:* Thinks beyond the current situation to anticipate changes that may affect the future of the organization.
- *Communication:* Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the YMCA
- *Leadership:* Guides, motivates and inspires self and others to take action to achieve desired outcomes
- *Integrity:* Demonstrates responsible, trustworthy behavior at all times and maintains high ethical standards
- *Business Orientation:* Develops, plans and executes with a view to developing programs and services that generate sustainable results while maintaining accountability and control of the YMCA's fiscal objectives
- *Risk management:* Balances risk with opportunity, identifies, assesses and manages risks while striving to attain organizational objectives
- *Quality Focus:* Sets goals for services that promote the Y Brand's leadership and reputation for strong, meaningful impact across multiple program offerings
- *Creativity & Innovation:* Seeks out opportunities to further the YMCA's reach and impact in non-traditional platforms
- *Coaching:* Creates an environment that produces ongoing respect and trust while assisting leaders, volunteers & staff in continuous learning and personal development
- *Collaboration:* Cultivates and develops relationships and alliances with individuals/organizations that can provide information and support to the YMCA of OSGB's mission.

Expectations:

- To appreciate, support and demonstrate the YMCA's values, mission and vision
- To demonstrate energy, dedication and enthusiasm
- To thrive in an atmosphere of change and ambiguity
- To work as a member of a team
- To achieve planned results through personal initiative, teamwork and community involvement within the Association's guidelines and policies
- To model commitment to service excellence and quality
- To maintain and foster an organizational culture of transparency, camaraderie, hard work, customer focus (internal/external) and fun.