

**YWCA Ames-ISU Executive Director
Position Description
September 2009**

The YWCA Ames-ISU is a highly successful collaboration between the ISU campus and Ames community. With a mission of eliminating racism and empowering women, the YWCA Ames-ISU works to make a difference in the lives of women, girls, and their families by developing leadership and promoting economic independence, community, and social justice. The Executive Director (ED) must have both passion for the YWCA mission and demonstrated leadership experience in the non-profit sector.

Supervised by a 15-member Board of Directors, the ED develops, supervises, and coordinates the services provided by the YWCA Ames-ISU. The ED must skillfully balance a variety of supervisory, fundraising, communication, and fiscal responsibilities; collaborate with a number of coalitions and partners, including the ISU Government of the Student Body and the Story County United Way; and develop and maintain thorough knowledge of trends, issues, and effective strategies related to the YWCA's mission.

History of the YWCA

The YWCA Ames-ISU chapter was founded in 1890, and has worked for over 120 years to bring the YWCA mission to the local community. The YWCA USA was founded in 1858 and is the oldest and largest multicultural women's organization in the world. Annually, 25 million women and their families learn and grow through programs facilitated by YWCAs in 122 countries. In the U.S., the YWCA mission is eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all people.

Specific job responsibilities:

- Promote the YWCA mission, programs, resources, and accomplishments to the campus and local community;
- Represent the YWCA Ames-ISU in communications with the public, media, grantors, and current and potential donors;
- Work closely with the YWCA Ames-ISU Board of Directors to establish and evaluate overall goals and programming;
- Oversee implementation of YWCA Ames-ISU programs, services, and events;
- Develop annual budgets for YWCA Ames-ISU Board of Directors review and approval; manage \$80,000 annual budget; account for all revenues and expenses; and provide the Board with clear budget analysis;
- Hire and supervise ISU student program coordinators committed to and qualified to effectively implement programs;
- Identify and apply for appropriate grant funds and work with the YWCA Ames-ISU Board of Directors to accomplish fundraising goals;
- Maximize opportunities for staff teamwork, communication, recognition, and celebration of successes;
- Ensure compliance with legal, financial, accounting, and ethical requirements;
- Align all efforts with the YWCA mission and affiliation requirements.

Minimum Qualifications:

- Graduation from a four-year college or university;
- At least one year of experience with a nonprofit organization;
- Two years of management, supervisory, and fiscal oversight responsibilities;
- Evidence of successful fundraising and grant writing;
- Demonstrated excellent verbal, written, and interpersonal communication skills;
- Demonstrated ability to work with students and volunteers;
- Demonstrated ability to foster strong and collaborative networks;
- Must be a resident of, or willing to relocate to, Story County.

Preferred Qualifications:

- Progressively responsible performance in a similar nonprofit position, demonstrating the ability to effectively plan, manage, and motivate staff and volunteers;
- Demonstrated belief in the mission of the YWCA, including experience advocating for girls, women, and/or diversity issues;
- Active participation in, or the ability to become actively involved with, the Ames, Story County, and Iowa State University communities;
- Knowledge of or ability to learn computer programs including Microsoft Office.

Salary & Compensation (based on 30-hour work week):

- \$31,050 renewable appointment; salary contingent on fundraising ability
- 8 hours vacation monthly
- 8 hours sick leave monthly
- Health insurance not provided
- YWCA USA retirement benefits after two years employment

Time requirement:

- 30 hours weekly: Flexible scheduling, some evening and weekend work required

Nonmonetary benefits/attractions:

- Located on the ISU campus and situated in a progressive community
- Access to diverse university activities, resources, and opportunities
- Opportunity to network with university and community women's organizations
- Existence of active international student and faculty community
- Member of ISU Women's Leadership Consortium
- Affiliated with ISU Office of Student Affairs
- Professional development opportunities