Position title | Department | Reports to
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Vice President of Administration | Operations | Chief Operating Officer

**Employment status | Location | Effective date
--- | --- | ---
Full-time, Exempt | Washington DC/Remote with Travel | 8/1/2023**

**YWCA USA Overview**

YWCA USA is a national organization on a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. One of the oldest and largest multicultural organizations promoting solutions to enhance the lives of women, girls, and families, YWCA USA has been at the forefront of the most critical social movements for more than 160 years, working on behalf of marginalized communities through advocacy, local programming, and services – from women’s empowerment and civil rights to affordable housing and pay equity, to violence prevention and health care.

Headquartered in Washington D.C., YWCA USA represents almost 200 member YWCAs nationwide. YWCA Member Associations work on the front lines of social change, responding to the specific needs of their communities while upholding the vision and aspiration of the national movement. Nationwide, YWCA services include a wide breadth of policy advocacy and social service programs that support the **mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all**. YWCAs generate institutional change in three key areas: racial justice and civil rights; empowerment and economic advancement of women and girls; and health and safety of women and girls.

Through its affiliation with the World YWCA, YWCA USA is part of a global movement to elevate the status of ALL women and girls. The World YWCA works for women’s empowerment, leadership, and rights in more than 120 countries and 20,000 local communities. It is united by a shared vision that, by 2035, young women and girls will transform power structures to create justice, gender equality, and a world without violence and war, leading a sustainable YWCA movement inclusive of all women.

**Position Summary**

The Vice President of Administration collaboratively creates the overall strategy of the organization while overseeing the administration team and administration functions. The administration team includes the Director of IT and Infrastructure, the Digital Experience Manager, the Administration and Office Manager, and the Events and Convenings Associate.

This position is responsible for developing, implementing, and managing efficient administrative systems for the organization, including: policies and procedures; travel, event, and meeting
logistics; interoffice communications; office management and reception functions; IT infrastructure; office maintenance and organization; contract and agreement negotiation, and compliance; proprietary and charitable registrations; lease and real estate management; safety and recovery plans; and special projects. This position is a member of the Senior Leadership Team.

**Responsibilities**

**Strategy and Culture**
- Develop and maintain a positive organizational culture that fosters teamwork, collaboration, and a commitment to the mission and values of the organization.
- Participate in strategic planning, short and long-term goal setting, and KPI development for the organization.
- Assist other senior leaders in operationalizing efficient procedures and systems.
- Lead the organization’s internal communications, creating a culture of open, timely, and clear information sharing that keeps employees connected, engaged, and inspired.

**Leadership and Management**
- Serve as a member of the senior leadership team, participating in meetings, contributing to decision-making, and representing the YWCA USA at internal and external events.
- Hire, manage, and supervise team members for the administrative department.
- Develop and manage a budget for the administration department.
- Develop and use a KPI system to track progress against goals and ensure alignment, collaboration, and progress.
- Lead and support special projects and initiatives, working collaboratively with staff and other stakeholders to ensure their successful implementation.
- Develop, implement, and monitor efficient and effective administrative policies and procedures that will improve day-to-day operations at the YWCA USA.
- Assist fellow senior leaders in developing and monitoring standard operating procedures (SOPs) and maintaining an updated organization-wide SOP manual.

**Operations**
- Maintain accurate, accessible and organized company records and documentation, including managing shared cloud drives for central information storage.
- Oversee contracting and procurement, negotiate and manage vendor and purchasing contracts.
- Oversee day-to-day office administration such as reception, supply ordering/stocking, incoming/outgoing mail processing, meeting support, and information dissemination.
- Oversee and implement special projects.
- Oversee facilities and the maintenance of office equipment.
- Oversee the logistics of staff meetings, retreats, special events, and convenings.
- Manage procurement, vendor contracting, and contract renewal and compliance.
- Manage ongoing renewal process for charitable filings, trademark filings, and other legal compliance.

**Experience, Education, Proficiencies, and Values**
Experience, Education, and Certifications
- At least 6 years of experience in a senior business or office administration roll.
- Master’s degree in business, public or other administration related filed, Additional experience may be considered in place of an advanced degree.
- Relevant professional certifications a plus

Proficiencies
- Microsoft Office 365 and Office Suite, Teams, and ? learning new software
- Policy and procedure development and management
- Personnel Management and Motivational Leadership
- Contract negotiations and management
- Strategizing, problem-solving, and making sound decisions
- Developing, implementing, and evaluating efficient process systems
- Managing budgets and strategic plans

Values and Attributes
- A passion for supporting the organization’s mission
- A positive, energetic, friendly, “can-do” attitude
- Strategic, process, systems thinker
- Exceptional leadership skills with a growth mindset
- Effective communicator
- Ethical, accountable, trustworthy

Core Competencies
- Written and verbal communication
- Collaborative leadership
- Contract and lease negotiations and reviews
- Managing positive professional relationships
- Developing administrative systems

Physical Demands and Work Environment
The physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

- YWCA USA is a hybrid of physical and remote office environments; you will collaborate with colleagues who are based across the United States. You should be prepared to work in the office in Washington, DC or to work remotely and travel to the organization’s headquarters in Washington, DC.
- Travel for meetings, events, or site visits is required.
- Availability to work Monday through Friday and occasionally on nights and weekends as needed.
- The role requires long periods of sitting and using a computer and some light physical tasks, such as printing, filing, etc.
Ability to communicate effectively in person, on video, and via phone.

Compensation and Benefits

Compensation

- $x. Annually
  This offered starting salary is non-negotiable.

Benefits

- Generous Leave Benefits
- Sick Leave Benefits
- 12 Weeks of Paid Parental Leave
- Paid Holidays
- Health Insurance
- Dental & Vision Insurance
- Group Life, Accidental Death & Dismemberment Insurance
- Long-term Disability Insurance
- Short-term Disability Insurance
- Employee Assistance Program (EAP)
- Worldwide Travel Assistance (WTA)
- Flexible Spending Account
- Retirement Plan

Note

This job description in no way states or implies that these are the only duties to be performed by the employee. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

The company is an equal opportunity employer, a drug-free workplace, and complies with ADA regulations as applicable.