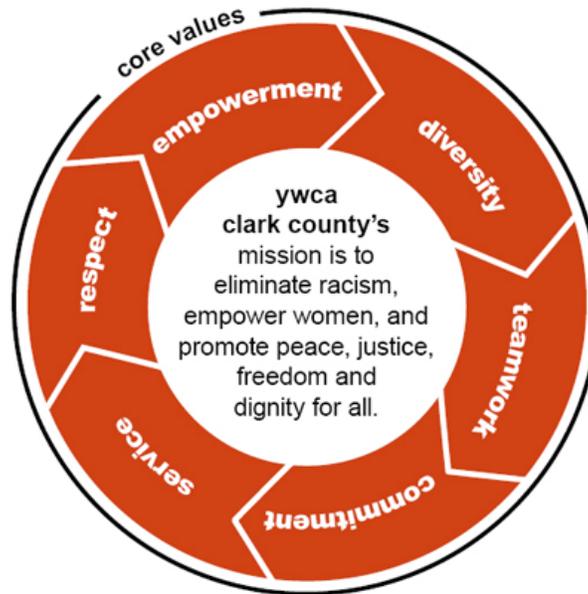


# position description executive director

(Version 3-18-20)



eliminating racism  
empowering women  
**ywca**  
clark county

## Summary

---

The Executive Director (ED) is the chief executive officer, leading YWCA Clark County in implementing its mission, vision, core values, and strategic priorities. Key areas of responsibility are: strategy, resource development, communications and advocacy, financial management, organizational culture and staff management, board relations and support, financial management, and Programs and Operations Oversight.

Status: Exempt, Full-time

Reports to: Board President, on behalf of the Board of Directors

Supervises: Leadership Team and Executive Assistant

## Essential Functions

---

### Strategy

- Lead vision and strategy development with the engagement of internal and external stakeholders; monitor implementation, including opportunities to celebrate accomplishments, reflect on lessons learned, and update plans as conditions change.
- Cultivate and maintain relationships with local organizations, partners, communities of color, and public policy makers, with an eye to potential strategic partnerships to increase resources and impact.
- Remain abreast of: trends that are shaping the operating environment, such as developments in philanthropy, public policy, demographics, and technology, and promising practices in social services, social justice work, and nonprofit management.
- Ensure that YWCA Clark County consistently meets affiliate requirements from YWCA National.

### Resource Development

- In partnership with the Director of Philanthropy, Director of Services and Mission Impact, and Board of Directors, ensure a diversified fund development strategy and plan; cultivate an organization-wide culture of philanthropy.
- Partner with the Philanthropy Team in identifying, cultivating, soliciting, and stewarding major donors.
- Ensure that reporting and tracking requirements are met for all funding sources.

### Communications and Advocacy

- Ensure that the YWCA Clark County's mission, vision, core values and programs are represented in an accurate and compelling manner.
- Actively promote the work of the organization through networking events, day-to-day meetings, and meetings with potential donors, board members, and partners.

- Provide strategic leadership for external relations including media relations, community relationships, and marketing; serve as YWCA Clark County’s primary media spokesperson.
- Ensure that the organization’s racial equity work is shared with community stakeholders and supporters.
- Provide leadership in determining when and how to participate in public education and advocacy campaigns with partners; engage in advocacy to advance YWCA Clark County’s mission and to work for systemic change.

**Organizational Culture and Staff Management**

- Lead and supervise the Leadership Team including the Director of Services and Mission Impact, Director of Philanthropy, Director of Accounting, and Director of HR.
- Model and foster an organizational culture that reflects YWCA Clark County’s core values.
- Champion the organization’s Equity Goals and Racial Equity Policy; ensure that equity goals are translated into concrete actions with accountability.
- Lead organizational change with attention to relationships and results.
- Hire and develop staff, ensuring opportunities for performance feedback and professional growth.
- Ensure compliance with personnel policies and applicable HR laws.

**Board Relations and Support**

- In cooperation with the Executive Committee, design and implement effective board meetings and planning sessions that foster the engagement of all board members.
- Assist the Board of Directors with board recruitment, orientation, integration, and evaluation.
- Ensure that the Board of Directors is well informed on critical issues.
- Regularly update the Board of Directors on the organization’s racial equity work and support them in achieving their board-identified racial equity goals.
- Ensure that board committees have adequate staff participation and support.

**Financial Management**

- In partnership with the Director of Accounting and Finance Committee, ensure the following:
  - An appropriate accounting system
  - Adherence to the organization’s financial policies and sound management of all financial assets—including revenues, investments, property, and equipment
  - Creation of a sound annual budget for board approval
  - Regular review of financial statements by the board and, and
  - Compliance with all funder requirements

**Programs and Operations Oversight**

- In partnership with the Director of Services and Mission Impact, ensure that:
  - YWCA Clark County has effective systems for understanding community needs, engaging communities, and evaluating programs and services
  - Racial equity is incorporated within operations and programs, and that every staff member identifies a racial equity goal to advance through their position, and
  - Programs meet contractual requirements and are aligned with the organization’s mission, core values, and strategic priorities
- In partnership with the Facilities Manager, ensure that technology systems and facilities are meeting the needs of the organization.