



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: Senior Managing Director
FLSA Status: Exempt
Department: Leadership

Reports to: COO/Vice President
Revision Date: July 2021

ORGANIZATION DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

The Kentucky YMCA Youth Association is an antiracist, multicultural organization. We enthusiastically welcome persons of every ability, age, background, ethnicity, faith/religion, gender expression/gender identity, income, nationality, race, sex, or sexual orientation. The Kentucky YMCA Youth Association believes that in a beautifully diverse world, we are stronger when we are inclusive and when everyone has an equitable opportunity to learn, grow, and thrive.

We are an established, professional and fun non-profit that works to empower KY teens, our alumni, and our staff. Our team consists of hardworking and passionate professionals who excel in their career. Each day we strive to create a positive staff culture that allows for all employees to share their ideas, have fun, collaborate with others, work within a team and individually, plan their own schedules, and be creative. We are a Y for all and recognize strength in diversity.

POSITION SUMMARY:

The Senior Managing Director operationalizes the organization's strategic vision through project management, with all departments of the organization. This position coaches for success and supervises all program and outreach team members in professional development while also creating benchmarks and goals for individuals and teams. The Senior Managing Director oversees the workload of the program and outreach teams and meets with the leadership team to allocate people and resources to programs. This position works with the COO/Vice President to maintain documentation of all staff roles throughout the year and meets regularly with staff for general check-ins. The Senior Managing Director creates systems for organization and project management to ensure all projects receive the attention needed. This role is responsible for ensuring the documentation of all program best practices and standard operating procedures are up to date, and works to make sure all resources are being utilized effectively by directors.

The Senior Managing Director is responsible for budget implementation with the program and outreach teams and ensures that data is being carefully tracked in order to analyze year-to-year trends. This position works with organization leaders to discuss strategy as it relates to partnerships, communications and marketing, staff culture, and brand representation.

The Y: We're for youth development, healthy living, and social responsibility.

ESSENTIAL FUNCTIONS:

1. Coaches and supervises program and outreach teams through regular individual and team check-ins, professional development meetings, and workload management meetings
2. Creates individual and team benchmarks and accountability goals for program and outreach teams
3. Follows project management practices in order to design strong annual organization plans for the program and outreach teams
4. Collaborates with COO/Vice President to understand expectations for all programs and implement a plan around the operational strategy.
5. Creates and supports staffing plans for small and large staff teams when Directors are unavailable
6. Contributes to program content before, after, and during programs
7. Meets regularly with Kentucky YMCA program staff for professional development check-ins, and works with the leadership team to ensure appropriate allocation of staff and resources across all programs and functions
8. Works with COO/Vice President to secure future programming dates and venue/vendor contracts
9. Acts as part of executive leadership team to brainstorm and problem solve for the organization
10. Acts as oversight to the Kentucky YMCA programs, including (but not limited to) KYA, KUNA, LTC, GFI, Y-Corps, Officer Retreat, local programs, and national teen conferences
11. Works with program and outreach directors to create strategy around budget implementation
12. Works as a strategic thought partner with the leadership team.
13. Responsible for analyzing year-over-year participation and financial trends through data provided by program and outreach directors
14. Responsible for brainstorming innovative ideas, changes, and new approaches with team members
15. Ability to stay organized, and be personally accountable, as it relates to receipts and expenses
16. Ability to communicate efficiently via phone and in-person with staff, participants, teachers, and volunteers
17. Must be able to work independently on projects and multi-task across competing priorities
18. Excellent organizational and time management skills are necessary for all aspects of job
19. Gives presentations and trainings to partner organizations

20. Oversees partnerships with education sector and community partners and engages these partners in programming and civic needs
21. This position requires regular travel to Kentucky YMCA offices (Frankfort and Louisville), conference facility locations, and other venues throughout the state of Kentucky. Can expect 25%, an estimate of 54 days, of time away from home while at conferences, and must have reliable transportation. Weekend and evening work expected during conference seasons and select programs with extended periods of overnight stays.

QUALIFICATIONS:

1. The KY YMCA is an anti-racist, multicultural, pro-equity organization, committed to a diverse workplace and is seeking a diverse pool of qualified candidates who aim to serve such an organization
2. Must be 21 years or older
3. Three or more years of professional experience in another nonprofit preferred
4. Three or more years of experience in event planning is preferred
5. Project management or organization management certificate or experience recommended
6. Three or more years of experience in event planning
7. Experience working independently on projects and with a team
8. Experience with team directorship and management
9. Ability and experience communicating with organizational leadership
10. Professional presentation experience
11. Professional presentation and writing experience
12. Proficient use of Microsoft Office, particularly Word and Excel
13. Superb public speaking skills and interpersonal skills required
14. Proficient use of Microsoft Office, particularly Word and Excel.
15. Ability to lift and move 35 pounds, have good mobility, and maintain high level of energy over an extended period of time
16. Ability to be away from home up to 25% of the year, or an estimate of 50 days, with extended periods of overnight stays. Must have reliable transportation.
17. Ability to communicate clearly to large groups, over phone, and via email
18. Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff
19. Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track record of building authentic, constructive relationships with others
20. Must be able to schedule work proactively and independently, while also being able to work with teams
21. Ability to change priorities as project expands or project needs change
22. Work as part of a team and demonstrate a high degree of self-initiative and commitment to expand skills and expertise through a variety of methods, including self-study, working/mentoring with colleagues, and both internal and external training
23. Organizational, detail focused and independent time management skills are necessary for this position
24. Experience working in professional/organizational partnerships

BENEFITS:

1. Salary range \$40,000-\$45,000
2. Fully paid health, vision and dental insurance coverage for employee and dependents.
3. Fully paid life insurance for employee
4. Company contribution to Y-USA retirement fund, after vestment
5. Immediate 403b investment fund accessibility
6. Professional development support through Y-USA and other opportunities related to job duties
7. Highly competitive and generous paid time off (PTO) and holiday policy
8. Results oriented, flexible work environment with some ability to work remotely
9. Fun and energetic team environment
10. Staff culture focused on professional development, quality results, high impact programs, celebrating staff successes, and happy/fulfilled team members
11. Qualifying mileage paid at the state rate (when mileage exceeds amount stated in personnel policy) **Cannot be used towards travel to and from Frankfort or Louisville office*
12. KY YMCA laptop provided for work use
13. Monthly cell phone stipend
14. Additional employee benefits offered through payroll providers