



## Job Description **PRESIDENT & CEO**

### **PRIMARY PURPOSE**

The President and Chief Executive Officer ("CEO") of the YMCA of Honolulu is responsible for establishing and implementing the organization's mission, vision, values, and strategic goals in close partnership with the Board of Directors. As the YMCA's top executive, the CEO leads with purpose and direction to ensure that the Y remains a trusted, inclusive, and impactful community resource.

This role provides overall leadership for the organization's success and sustainability, including oversight of its strategic direction, financial health, staff development, community partnerships, government relations, philanthropy, and operational excellence. The CEO is also responsible for fostering innovative youth and family programs, growing membership, and expanding participation in both YMCA-led and government-supported services.

Reporting directly to the volunteer Board of Directors, the CEO oversees the senior leadership team and collaborates across departments and with external stakeholders to ensure mission alignment and community responsiveness.

The ideal candidate will be a values-based leader who inspires others to engage with the YMCA's core values of caring, honesty, respect, responsibility, and diversity, and who brings a passion for empowering people and strengthening communities through inclusive and visionary leadership.

### **ESSENTIAL DUTIES / FUNCTIONS:**

- Serves as the principal visionary leader, shaping and articulating a bold, forward-thinking direction for the YMCA that inspires staff, Board members, and community stakeholders. Balances big-picture thinking with strategic execution, fostering innovation, identifying long-term opportunities, and setting the tone for transformational growth. Recognizes the importance of complementary leadership roles and may, in collaboration with the Board, identify the need for an operational "Integrator" to support day-to-day implementation in alignment with the YMCA's evolving priorities.
- Serves as the executive officer of the Board of Directors, providing leadership and support to ensure effective governance. Implements Board policies, plans, and directives, and regularly reports on matters impacting the welfare of the Association. Acts as a key resource to the Board and its committees in areas such as policy development, strategic planning, and financial development. Supports Board development and recruitment, and facilitates meaningful Board engagement by fostering strong relationships, enhancing understanding of governance roles, and aligning Board efforts with the YMCA's mission and strategic priorities.
- Serves as the primary ambassador and spokesperson for the YMCA of Honolulu, representing the organization locally and nationally to elevate its visibility, reputation, and impact. Provides strategic leadership in all philanthropic efforts by cultivating strong community partnerships, engaging volunteers, and stewarding relationships with top donors and civic leaders.



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Champions the YMCA's mission, vision, values, and goals in all external outreach. Leads efforts to strengthen the annual campaign and other fundraising initiatives, ensuring alignment with the Association's strategic priorities and long-term sustainability.

- Provides strategic oversight of YMCA operations and programs to ensure alignment with community needs and organizational goals. Works collaboratively with the Board and professional staff to anticipate and respond to emerging issues and opportunities. Stays connected to the community and actively seeks out diverse perspectives to understand and address evolving needs. Demonstrates a deep passion for strengthening community well-being through inclusive, mission-driven service.
- Leads the development and execution of the YMCA's strategic plan, ensuring alignment with the organization's mission, vision, and long-term goals. Drives the creation, communication, and implementation of effective strategies and operational processes that support organizational growth, impact, and sustainability.
- Builds and maintains strong relationships with government agencies, schools, nonprofits, businesses, and other community partners. Serves as a visible and effective ambassador for the YMCA, consistently promoting its mission, vision, values, and goals. Strengthens community trust and engagement to support capital campaigns, expand program awareness, and enhance the YMCA's presence and impact across the region.
- Proactively builds and sustains strong relationships with key community leaders, influencers, and government officials. Represents the YMCA in advocacy and lobbying efforts that advance the organization's mission and priorities. Serves as a key representative of the YMCA of Honolulu within state, regional, national, and international YMCA networks, fostering collaboration and alignment across the broader movement.
- Provides strategic leadership to secure and steward resources that support current operations, capital improvements, program innovation, and community development. Oversees long-range financial planning to ensure the YMCA's stability and sustainability. Leads efforts to strengthen the Association's overall resource development strategy, including succession planning, to ensure strong leadership continuity and long-term organizational success.
- Oversees all aspects of the YMCA's financial operations to ensure sound fiscal management and accountability. Reviews and refines operating plans, financial policies, and procedures to support responsible stewardship. Develops and recommends the annual budget for Board approval and ensures its effective implementation to achieve a balanced budget or surplus. Leads the development of a long-range financial roadmap to maintain the YMCA's long-term fiscal health and sustainability.
- Leads the development and maintenance of a comprehensive enterprise risk management program to protect the YMCA's people, assets, and reputation. Ensures proactive identification, monitoring, and mitigation of organizational risks, including but not limited to child abuse prevention, financial oversight, operational safety, and compliance. Communicates the organization's commitment to youth protection to all staff and reports



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essential risk-related information to the Board of Directors, reinforcing a culture of safety, accountability, and continuous improvement.

- Stays informed on emerging community developments, trends, and issues that may impact the YMCA's future success. Identifies opportunities for innovation, including new ideas, technologies, and practices that enhance organizational effectiveness. Leads the Association through change and growth with a forward-thinking approach, fostering an inclusive environment that values and supports staff and volunteers from diverse backgrounds.
- Actively participates in meetings, trainings, conferences, YMCA functions, and community events to represent and advance the interests of the Association. Maintains visibility and engagement within the YMCA network and broader community. As required, obtains and maintains YMCA of the USA certification as an Organizational Leader to ensure alignment with national standards and continued professional development.
- Translates the YMCA's mission, vision, values, and strategic goals into meaningful programs and initiatives that reflect community needs and organizational priorities. Communicates with clarity and inspiration to unify staff, promote collaboration, and foster a culture of continuous learning, development, and shared purpose.
- Effectively delegates responsibilities while establishing and maintaining strong administrative systems to ensure smooth, efficient, and effective operations across the Association. Promotes clarity, accountability, and alignment in day-to-day management practices.
- Provides strategic leadership and oversight of the YMCA's real estate portfolio, including the planning, development, acquisition, and management of properties. Aligns real estate decisions with the Association's mission, long-term vision, and community impact goals. Navigates complex facilities challenges, capital projects, and space utilization planning to ensure assets are optimized, sustainable, and positioned to support future growth. This is a critical area of focus requiring significant executive attention and strategic foresight.
- Performs other duties as needed.

### YMCA COMPETENCIES (ORGANIZATIONAL LEADER)

- ***Mission and Community Oriented:*** Incorporates YMCA mission and values into the organization's vision and strategies. Advocates for and institutionalizes inclusion and diversity throughout the organization. Ensures community engagement; promotes the global nature of the YMCA movement. Leads a culture of volunteerism ensuring engagement, inclusion and ownership.
- ***People Oriented:*** Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Initiates the development of relationships with influential leaders to impact and strengthen the community. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.



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- **Results Oriented:** Determines benchmarks and ensures appropriate leadership to meet objectives. Invests resources in well-designed innovation initiatives. Possesses penetrating insight and strong strategic and critical thinking skills. Creates a structure to deliver organization-wide results to achieve objectives. Leads a culture of philanthropy. Develops and implements stewardship strategies.
- **Personal Development Oriented:** Shares authority and demonstrates courage and humility. Creates a learning organization. Effectively drives changes by leveraging resources and creating alignment to expand organizational opportunities.

### QUALIFICATION REQUIREMENTS

#### Skills/Knowledge:

- Strong communication skills, with the ability to write and deliver compelling, persuasive, and original speeches, articles, and presentations on complex or sensitive topics to a wide range of audiences, including Board members, community leaders, and the public.
- Demonstrated ability to interpret and analyze complex documents, data, and reports, and respond thoughtfully and effectively to inquiries, feedback, or concerns.
- Financial and operational acumen, with the ability to apply mathematical concepts to real-world planning, including budget development, forecasting, and program evaluation.
- Strategic and adaptive thinker, capable of navigating complex, ambiguous, or evolving challenges with sound judgment, creativity, and a results-oriented approach.
- Strong understanding of community dynamics and the ability to engage diverse stakeholders, build partnerships, and leverage community resources to advance the YMCA's mission and strategic priorities.
- Proficient in Microsoft Office and other relevant technologies necessary for executive communication, planning, and decision-making.
- Committed to equity and inclusion, with demonstrated experience engaging and supporting individuals across diverse backgrounds, including differences in language, culture, race, age, physical ability, sexual orientation, and other lived experiences.

#### Education/Training:

- Bachelor's degree from an accredited four-year college or university in business administration, nonprofit management, human services, or a related field is required; a relevant graduate degree is strongly preferred.
- Proven executive leadership experience is required. YMCA Senior Director status or YMCA of the USA Organizational Leader Certification must be obtained within three years of hire, if not already held.



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### **Experience:**

- Minimum of 10 years of progressive, broad-based leadership experience, preferably within the YMCA or nonprofit sector, with demonstrated success in areas such as strategic planning, board and volunteer development, philanthropic leadership, and managing multi-site operations.
- Five to seven years of CEO or senior executive experience is strongly preferred, with a proven ability to lead large, complex organizations and navigate cross-functional priorities.
- Extensive experience managing and leading large, diverse teams, with a strong track record in addressing complex human resources issues, fostering inclusive workplaces, and building a high-performing staff culture.
- Demonstrated success in financial management and navigating financial challenges; must have hands-on experience managing complex business lines, developing budgets, analyzing financials, and leading organizations through fiscal decision-making with confidence and clarity.
- Strong background in infrastructure development, including the ability to build and scale internal systems in both stable and rapidly evolving environments.
- Proven ability to cultivate and maintain strong relationships with community stakeholders, donors, public officials, and volunteers. Must be regarded as a respected peer among top community leaders.
- Exceptional ability to recruit, engage, and inspire both staff and volunteer leadership toward a shared vision.
- Passionate commitment to the mission, values, and ethical standards of the YMCA, with personal values that align with the organization's core principles.
- Skilled public communicator and spokesperson, capable of articulating the YMCA's impact and value across diverse audiences.

### **WORKING CONDITIONS**

- General indoor office environment; with some occasional exposure working outdoors.
- Must be able to travel to branch facilities and other community locations.
- Occasional out-of-state travel required.

### **EQUIPMENT USE**

- Frequent use of phone, computer, printer, copier, fax and other general office equipment.
- Will need access to a vehicle to visit branches as needed.



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### **WORK HOURS**

- Monday – Friday office hours.
- Must be able to work on weekends, holidays and extended hours as required.

### **MENTAL DEMANDS**

- Requires alertness, high attention to detail, accuracy and concentration.
- Must be able to analyze budgets, proposals and statistical reports.
- Must be able to work in a multi-task work environment and handle multiple projects.
- Must be able to deal with individuals from various backgrounds, cultures, age groups & diversity in a non-discriminatory manner.

### **PHYSICAL DEMANDS**

- Requires sitting, standing & walking for extended periods of time.
- Frequent use of office equipment.
- Frequent handling, fingering of documents, occasional push/pull/carry/lift up to 10 lbs.
- Must be able to travel to conferences, tour facilities, properties, and participate in promotional and special events sponsored by the Association.

### **COMMUNICATION DEMANDS**

- Must have excellent verbal & written communication skills.
- Must have superior communication skills, an active interest in publicly speaking about the Y and be able to handle public speaking engagements virtually or in-person.
- Must have a friendly and approachable demeanor.
- Must be able to effectively communicate with individuals of diverse backgrounds (language, culture, age, race, physical ability, sexual orientation, etc.)

Annual Salary Range: \$300,000 - \$350,000

For detailed information, please visit <https://www.inkinen.com/ymca-ceo>