

eliminating racism
empowering women

ywca

O'ahu

Job Description
CHIEF EXECUTIVE OFFICER

POSITION SUMMARY

The Chief Executive Officer's (CEO) responsibility is to ensure the organization's sustainability while delivering programs that meet the organization's mission. The CEO is responsible for the executive and administrative leadership of the organization, including planning, program delivery, operations and facility management, finances, fund development and community relations.

REPORTING RELATIONSHIP & GOVERNANCE

The YWCA of O'ahu is a non-profit multi-program organization with a Board of Directors who carry a fiduciary responsibility and provide guidance to the CEO in the execution of their duties. The CEO is accountable to the Board of Directors.

ESSENTIAL DUTIES:

Planning and Organizational Strategy, Operations, and Facilities

- Assures the development of annual and long-range goals, objectives, work plans and budget of the organization via its staff and volunteers. Accountable for the implementation, management, and control of strategic and action plans and budget, including the evaluation of the plan and budget for near- and long-term planning.
- Determines the organizational structure by which work is accomplished, assures the development and use of standard operating procedures for organization-wide operation, assures use of monitoring/reporting system for all operating units and provides the Board with regular progress reports.
- Makes proper assignments of responsibilities for the development, maintenance and management of YWCA O'ahu properties and facilities with a goal of financially sustainable utilization and alignment with organizational mission. Provides leadership for larger capital improvement projects.
- Assures the administration of compliant personnel policies and practices. Ensures a workplace free from any form of harassment, intimidation, or unlawful discrimination, and which promotes mutually respectful and professional interactions.
- Maintains facilities that are safe and stewarded with respect for their historical, community and environmental context.

Fund Development & Fiscal Management

- Accountable for the establishment, monitoring, and management of the annual budget.
- Responsible for long-range budgeting including evaluation and implementation to achieve long-range planning goals.
- Responsible for attaining and sustaining fund development and fiscal management goals.
- Works closely with the Board and assigned staff to secure and sustain public support, financial aid and other means to carry out the programs and services in a fiscally sound manner.

Community Relations

- Leads the development, enhancement and ongoing management of the organization's brand, ensuring that the brand positioning aligns with its mission and strategies.
- Represents the YWCA in the local community, interprets the YWCA's position, needs and concerns within the community. Maintains relationships with media and leverages those relationships to ensure the organization is fairly represented and milestones are celebrated.
- Engages with community leaders in the public, private and non-profit sectors, and maintains constructive relationships to advance the organization's mission.
- Responsible for maintenance of the organization's affiliation status within the national YWCA structure and serves as one of the organization's delegates to the National Convention.

Board Interface & Support

- Provides support to the Board of Directors and serves as a non-voting board member.
- Works in close partnership with the Board Chair in leading the organization.
- Carries responsibility for the timely administration of the Board's work and arranges staffing for all Board committees.
- Responsible for ensuring records of Board and Executive committee meetings are maintained, as recorded by the Board Secretary.

QUALIFICATIONS / RESPONSIBILITIES

Essential Skills

- Ability to design, implement and direct multiple projects, set deadlines and ensure accountability.
- Ability to listen well and communicate effectively with individuals of diverse backgrounds that include staff, volunteers, members, general public, community partners, and elected officials.
- Ability to clearly communicate ideas, provide information to internal and external audiences.
- Ability to develop an annual, multi-fund budget; and manage an organization in a fiscally responsible manner.
- Ability to recruit, develop, mentor and retain high-performing and diverse teams while creating an accountable organizational structure.

Qualification Requirements

- Demonstrated commitment to the mission, vision, and values of YWCA and its philosophy of advancing equity, empowerment, and opportunity.
- Minimum of 10 years of progressively responsible executive or senior leadership experience in the nonprofit or business sector, with a demonstrated record of organizational leadership and strategic achievement.
- Bachelor's degree from an accredited college or university, or an equivalent combination of education, training, and directly related professional experience required. Master's degree in business administration, public administration, nonprofit management, or a related field preferred.
- Proven executive leadership and management experience, including effective collaboration with a Board of Directors to develop organizational vision and strategic direction, and demonstrated ability to execute strategic priorities and achieve measurable results.
- Exceptional written, verbal, and interpersonal communication skills, with the ability to present effectively to diverse audiences, build consensus, and influence stakeholders.
- Strong analytical, critical thinking, and strategic problem-solving skills, with the ability to make sound decisions in a dynamic environment.
- Demonstrated ability to build trust, foster collaboration, and cultivate positive relationships with staff, volunteers, community partners, donors, and other key stakeholders.