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MEXICO AREA FAMILY YMCA

BRANCH DIRECTOR- EASTERN MISSOURI FAMILY YMCA BRANCH

- Position:** Branch Director
- Location:** 309 S. Main St., Vandalia, MO 63382
- Salary Range:** Salary is commensurate with experience
- Benefits:** SIMPLE IRA with Y matching 3% of salary. All other benefits including health insurance are outlined in the employee handbook.

Base Criteria:

1. Bachelor's Degree from an accredited college or university;
2. Leadership experience in hiring, managing, training & developing staff ;
3. Demonstrated knowledge of program development
4. Experience in preparing and managing an operating budget;
5. Fundraising experience with documented results;
6. Excellent written and verbal communications;
7. Personal Values Consistent with the YMCA mission;
8. A track record for building and leveraging community partnerships;
9. Experience in identifying and implementing new revenue streams; and

Position Description

The Eastern Missouri Family YMCA will be a branch under the Mexico Area Family YMCA Association. This facility is under construction and is anticipated to open in October/November. As the Branch Director, the successful candidate is expected to be highly visible in the community and uphold the high ethical standards and values of the YMCA both personally and professionally. Candidates must demonstrate an ability to attract, manage, and retain a strong staff team that lead to superior outcomes in programs, member satisfaction and engagement, and fundraising.

The Branch Director will begin in August. The director will assist in preparing the new facility for opening, plan and organize a membership drive, assist with job fair to hire part time staff, job shadow and train with staff at the Mexico Y and begin planning for program offerings.

Key Deliverables and requirements include, but are not limited to:

Program and Membership Development

Responsible for overall membership and program growth. Must be able to work some evenings and weekends. Occasional travel may be required.

Human Resource Management

Direct supervision of part-time employees.

Fiscal Management

Work with the Mexico YMCA CEO to develop and manage operating budget, forecast revenues, control expenses, and make budget adjustments as needed. Develop strategies for building revenue reserves; develop a culture within the staff and board for good fiscal responsibility.

Fundraising and Financial Development

Plan and manage annual support campaign and other fundraisers.

Volunteer Development

Work with Branch Advisory Board in developing new directors and volunteers.

Target Dates for the Search Process:

Resumes accepted through:	June 30, 2018
Screening and Interview Process:	June 30- July 15 2018
Branch Director on-board (anticipated):	August 1, 2018

To Apply:

Candidates will apply via email to: lori.brandow@mexicoymca.org

Candidates will be requested to submit the following: A resume, cover letter, and four professional references. Note: References will be checked on all final candidates.