

**POSITION TITLE:**

Senior Director of Community Resources

**POSITION SUMMARY**

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the guidance and supervision of the Executive Director, the Sr Director of Community Resources is responsible for the organization, delivery and quality of our Membership and Community Resource Driven Departments including Aquatics and Sports. This is a people-oriented leadership position which requires strong communication and interpersonal skills. In addition, the Sr Director of Community Resource is responsible for administrative tasks as they relate to program and membership, budgeting, committee involvement, administrative staff supervision and mentoring, collaborative community efforts, facilities and equipment, campaign involvement, grants, sponsorships and planning.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Sr Director of Community Resource is expected to fulfill the following functions:

1. Hire, Develop and Supervise Administrative Exempt Directors
2. Directly supervise the full-time exempt directors of Member Services, Aquatics & Sports Departments
3. Coordinate regular Membership and Program Surveys
4. Assist the Executive Director in large projects and committee work
5. Organize and facilitate quarterly community events
6. Develop, Cultivate and Secure Corporate Sponsorships for current and expanded program possibilities
7. Develop and lead a post Covid outreach project
8. Lead role in monthly e-newsletter
9. Nationwide and membership software implementation and roll-out
10. Corporate membership Development
11. Membership Data Analysis
12. Grant Development and WE Lead program development and oversight

In addition to the essential duties and responsibilities, all Senior Directors will:

- Review performance reviews of non-exempt direct reports.
- Assist in fund-raising activities, special events and participate in the annual campaign.
- Pursue/participate in ongoing training and attend weekly staff meetings.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.
- Ability to work in a fast paced environment and switch tasks as new challenges and projects emerge.

**QUALIFICATIONS**

- At least 21 years of age.
- Alarm/Emergency Procedures training within 90 days of hire and annually thereafter.
- CPR, First Aid and Child Abuse Prevention training within 90 days of hire and biannually thereafter.
- New Employee Orientation within 90 days of hire.
- Bachelor's degree from four-year college or have experience in a related field.
- Ability to effectively express ideas orally and in writing.
- Proven track record of developing authentic and deepened relationships with others.
- Basic computer and mathematical skills for program development, management and appraisal.
- Advanced social and emotional capacity to both build relationships within our community and to model these skills to different staff teams.
- Encompass traits of a people-oriented leader: Empathetic, Empowering, Collaborative, Caring, Approachable.
- Experience with leading multiple teams and developing team members relation-building skills.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to solve practical problems and work through situations of varying gravity.
- Ability to identify community needs and lead innovative and creative efforts to address them.

### **WAGE AND HOUR INFORMATION**

This is a salaried, exempt position and paid at \$60,000 - \$70,000 annually depending on experience.

### **HOW TO APPLY**

Please visit <https://sheridanymca.org/work-at-the-y/> to download and complete our application. Applications can be submitted in person to 417 N Jefferson Street; or by emailing them to [apply@sheridanymca.org](mailto:apply@sheridanymca.org).