



Creative, Energetic and Motivated Leader Wanted!!!

Interested in joining a team focused on providing McLean County with quality programs and services dedicated to eliminating racism and empowering women?

YWCA is looking for a leader who can build strong teams, communicate effectively, provide excellent customer service, and manage multiple projects.

JOB TITLE: VP of Program Operations

RESPONSIBILITIES

The Vice President of Program Operations is responsible for high-level oversight of Child Care, Stepping Stones, Health and Fitness, Transportation/Home Care Services, and RSVP. This person will coordinate compliance efforts, support program administration and growth, and lead an effective management team. The Vice President of Program Operations is also the second in command for the organization and acts on behalf of and assumes responsibilities and authority of the President and CEO during his/her absence. Essential Duties and Responsibilities include the following:

1. Support the Mission, Vision and Values of YWCA McLean County by embedding them into all programs and participating in YWCA activities and initiatives.
2. Participate in strategic planning for the organization and help organization implement and achieve goals.
3. Oversee, coordinate, and organize program, grant, and business compliance efforts, records, and tracking systems. Ensure program compliance with legal and funding bodies.
4. Acquire an overall understanding of the Association budget and work with the CEO and VP of Finance in developing and monitoring the budget and finances of the organization. Involve staff in the development and implementation of their program budgets.
5. Seek new sources of funding and new program opportunities which meet YWCA program criteria (mission-based, resources available, community need).
6. Attend fundraising activities and be involved in planning and implementation of activities as designated by the CEO.
7. Interview, supervise, and evaluate direct report staff.
8. Provide leadership, facilitation, and support to staff to allow them to develop as professional individuals and well functioning teams.
9. Collaborate with PR/Development and Marketing Departments to ensure appropriate internal and external communication and to create shared goals.
10. Keep up-to-date on the industry developments and advancements, proactively anticipating changes in policy and trends for all programs.
11. Keep up-to-date on advocacy issues pertaining to programs, mission, and YWCA policy priorities.
12. Develop community networks and community collaborations. Seek out community involvement and leadership opportunities.
13. Participate in board and board committee meetings as directed by the CEO.

JOB REQUIREMENTS

- Minimum Bachelor's Degree in Social Services, Business Administration, or related field.
- Experience in a management and/or supervisory role.
- Experience administering programs and grants, maintaining compliance, and working with budgets
- Proficiency in English required.
- Good verbal and written communication skills required.
- Strong computer skills required. Must have intermediate skills in Microsoft Office.
- Ability to display appropriate professional behavior with sensitive topics.
- Must be able to make sound decisions in professional and public settings.
- Demonstrated leadership and team building experience.
- Experience with organizational finances and budgeting.
- Ability to multi-task and prioritize multiple, concurrent projects while maintaining a high level of quality and customer service.
- Excellent customer service skills and principles required.
- Must communicate clearly and concisely, using various tools and approaches.

WORK HOURS & BENEFITS

Full-Time, 40 hours per week. This is an exempt position and work hours will vary, including some early morning, evening, and weekend hours. Full benefits package is included.

TO APPLY

Submit a resume, cover letter, and YWCA employment application to Human Resources by 10/22/2010. Applications are available at the YWCA front desk or can be downloaded from:

www.ywca.org/mcleancountyjobs

Human Resources
Re: VP of Program Operations
YWCA McLean County
1201 N Hershey Road
Bloomington, IL 61704

The YWCA McLean County is an equal employment opportunity employer.