

Job Announcement: Executive Director, the Riverdale YM&YWHA

Job and Location

Executive Director
Riverdale YM&YWHA
5625 Arlington Ave.
Bronx, NY 10471

Position

The Riverdale YM&YWHA seeks a seasoned professional who demonstrates strong leadership through executive presence, effective communication skills and sound judgment. The ideal candidate will develop a compelling vision for the Y which s/he will articulate with passion and conviction. The candidate shall have demonstrated superior management and organizational skills, be decisive in action and engaging in process. He/she shall have experience in financial resource development, be a strategic thinker and planner, and be sufficiently versed in financial oversight so as to comprehend financial statement, ask informed questions, and drive action in response to financial position.

Background

With over 250,000 visitors each year, the Riverdale Y is the community's most frequented institution – the community's crossroads. The Y was founded in 1909 and has moved locations several times as a result of Jewish population shifts within the Bronx. The Y moved to Riverdale in the mid-sixties, settling in its most recent location in 1985.

The mission of the Riverdale YM-YWHA is to be the hub that brings together members of the Jewish and wider community. At the Y, individuals and families of all backgrounds and abilities gather to grow, to learn, and to deepen their understanding of themselves and their connections to one another. Rooted in Jewish values, our cultural, social, educational, health and wellness programs offer members of all ages multiple pathways into the richness of our local community life. Through our programs and partnerships, we strive to improve the quality of life in the Riverdale community and celebrate its uniqueness and its diversity.

With approximately 1,350 membership units, the Y serves infants as young as six months and seniors as old as 104 years old. About 450 youngsters attend the Y's summer camp; over the past decade, there have been over 4,000 campers. Some 3,000 Riverdalians join in Jewish holiday programs throughout the year and 15,000 attend the Riverdale Rising Stars theater productions. The Fred and Anna Landau building is 60,000 square feet and is fully equipped with a gymnasium which includes basketball courts and a running track; racquetball courts, dance and art studios; a 24-station exercise and fitness center; a large indoor pool; and a 245 fixed seat theater. The Y currently has a staff of 175 people and a yearly operating budget of \$5.4 million.

The Executive Director is the professional leader of the Riverdale Y responsible for the overall administration and leadership necessary to develop and implement programs and activities in line with the policies established by the Board of Trustees. One of the roles of the Executive Director is to interface among lay leadership on the Board, senior staff, community rabbis and other community leaders, elected officials and the UJA Federation

to enable staff and volunteers to acquire a complete knowledge of the community and its resources so that effective policies and programs can be established. The Executive Director reports directly to the President and the Board of Trustees.

The Board of Trustees expects the Executive Director to lead an agency that provides outstanding services to our community within a workplace that embraces our Jewish values and heritage and that is fair, nurturing and vibrant.

Principal Responsibilities:

Strategic planning:

- Work with the Board of Trustees and senior staff to develop a long-term strategic plan and vision with short term goals and objectives and to implement the approved plan that is consistent with the Y's mission and addresses evolving needs and interests.
- Keep the Board informed as to the needs of the community and the Y's membership.

Management:

Fiscal and Budgeting:

- Develop and monitor the annual budget and present financial and other reports as requested to the Board.
- Maintain financial sustainability, including monitor expenses and income.

Human Resources:

- Hire, supervise and evaluate senior staff while nurturing their professional growth and development.
- Be accountable for the development and retention of all agency staff.
- Nurture and encourage a vibrant volunteer corps.
- Develop lay leadership and provide information, guidance and direction to the Board of Directors.
- Facilitate and support the work of the Board and its committees.

Facilities

- Ensure that the physical plant operates well and conveys a positive, welcoming message to members, staff, program attendees and all Y visitors

Fund raising:

- Lead project and program-related fund development efforts.
- Provide timely and accurate programmatic, financial and other information and professional support to assist the Board in fulfilling its oversight, planning and fundraising responsibilities.
- Develop and maintain supportive relationships with donors, foundations, UJA and other existing and potential funding sources

Community relations:

- Foster and maintain positive, productive relations with other community organizations
- Represent and advocate for the Riverdale Y at important Jewish communal events, among professional organizations and with legislative representatives at the local, city, state and national levels.

Programming:

- Review all existing programs to ensure high quality, consumer satisfaction and cost effectiveness
- Provide leadership and creative vision for the development of new programs and services for the community and for the effective maintenance of existing programs.

Assume other responsibilities that the Board may determine from time to time.

Minimum Qualifications:

- 10 years executive and supervisory experience
- Strong interpersonal skills
- Strong organizational skills with the ability to manage and delegate appropriately
- Strong leadership abilities including the ability to build a strong team, engender confidence and trust
- Strong oral and written communication skills
- Experience in working in diverse Jewish community
- Commitment to Jewish values, pluralism and Israel
- Financial management, project fund raising and grant writing experience
- Knowledge of UJA/Federation desired

To Apply: Submit a resume and cover letter to: rysearch@jcca.org.