



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF STEUBEN COUNTY JOB DESCRIPTION

Job Title: **Chief Executive Officer**
Status: F/T Exempt
Reports to: Board of Directors

Revision Date: 4/29/2026 Department:
Executive
Leadership Level: Organizational Leader

POSITION SUMMARY:

This position leads the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility, and, in partnership with the Board of Directors, is responsible for its strategic direction and success. Oversees its financial stability, community and philanthropic relations, staffing, development, and operations, under the policies, directives and guidelines established by the Board of Directors.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Provides support and leadership to the Board of Directors as its executive officer, implements its policies, plans and directives, and reports to the Board on matters affecting the welfare of the Association. Acts as a resource to the Board and its committees on policy development, planning and financial development and helps Board members understand and appreciate their role and responsibilities.
2. Provides leadership in securing needed resources for current operations, capital improvement, community development and long range financial stability. Oversees the long range development of the YMCA's resources.
3. Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Oversees benefit plan communication, enrollment and administration. Assesses the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.
4. Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies and YMCA legal counsel.
5. Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of data requested by the EEOC, YMCA of the USA, Department of Labor, etc.
6. Provides top leadership to the organization's philanthropic efforts, maximizing community partnerships, engaging volunteers, and cultivating and soliciting top donors and community leaders. Interprets the purpose and programs of the YMCA.
7. Oversees YMCA operations and programs. Works with the Board and staff to anticipate and address community needs. Fosters a climate of innovation to develop member-focused programs. Spearheads the development, communication and implementation of effective strategies and processes.
8. Directs the staff to carry out initiatives, assignments and programs under the approved strategic plan and annual budget. Ensures a positive workplace culture and an effective staff organization.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

9. In collaboration with the Board of Directors, directs the development of the strategic plan and assures the accomplishment of organizational goals and objectives.
10. Communicates and collaborates with government, schools, other not-for profits, corporations and other organizations in the community. Interprets the work of the YMCA to the community and ensures its cause, vision, values and goals are understood.
11. Develops and maintains excellent relationships within the community and the YMCA, as well as within the state, regional, national and international YMCA movements.
12. Recommends annual budget for Board approval. Ensures prudent fiscal management, reporting and controls. Oversees financial operations.

YMCA COMPETENCIES:

Mission Advancement: Incorporates the Y's mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the Y. Leads a culture of volunteerism ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the YMCA. Ensures that a talent management system is in place and executed effectively.

Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates courage and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

- Bachelor's degree in business administration, human services, or a related field preferred; a related Master's degree or equivalent combination of education and experience is strongly valued.
- Ten or more years broad management experience, preferably in the YMCA and/or not-for-profit sector, including strategic planning, board and volunteer development, philanthropic development, and multi-site operations.
- YMCA Organizational Leader certificate required within three years from date of hire.
- Insight and skill to effectively lead a voluntary, not-for-profit organization within a complex internal and external environment.
- Demonstrated experience in community relations, financial development, financial management, and board and volunteer development.
- Ability to attract, retain, lead and motivate quality staff and volunteer leadership.
- Knowledge and understanding of community resources and the ability to engage and partner these resources with the YMCA to meet strategic objectives.
- Must be regarded as a peer to other top-level community leaders.
- Must have commitment to the mission and cause of the YMCA and uphold its values and ethics.
- Must be an articulate spokesperson on behalf of the YMCA.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community. Ability to speak any language in addition to English may be helpful.
- An understanding of the national and international relationships of the YMCA is preferred.

WORK ENVIRONMENT & PHYSICAL DEMANDS:



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____