



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA VACANCY NOTICE**

**Exempt Full-time Position  
EOE/AA-M/F/D/V**

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**TITLE: Executive Director – East Hampton, New York**

**LOCATION: YMCA of Long Island  
YMCA East Hampton RECenter  
2 Gingerbread Lane  
East Hampton, NY 11937**

### ***An opportunity awaits...***

Be a part of something great and join a progressive YMCA that is seeking an experienced career professional to become our Executive Director at our facility in East Hampton, Long Island. The YMCA East Hampton RECenter — which is a collaborative venture among the Town of East Hampton, the Village of East Hampton, and the YMCA — is a true gem among the surrounding riches of the world-famous Hamptons! The 21,000 square foot facility features modern architecture that fills the interior with natural light, giving members a bright and welcoming place to connect and get fit. The RECenter also has two indoor pools and boasts a nationally ranked swim team.

The Town of East Hampton is located in southeastern Suffolk County, at the eastern end of the South Shore of Long Island. At the time of the United States 2010 Census, it had a total population of 21,457. The town includes the village of East Hampton, as well as the hamlets of Montauk, Amagansett, Wainscott, and Northwest Springs. It also includes part of the incorporated village of Sag Harbor. East Hampton is located on a peninsula. The Town has eight state parks, most located at the water's edge. The town consists of 70 square miles and stretches nearly 25 miles.

### **General Function**

Under the general direction of the Chief Operating Officer, this position is accountable for the successful management of the YMCA East Hampton RECenter. The Executive Director is responsible for revenue growth, fiscal management, financial development, facility management, hiring, training and supervision of staff of this branch. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image and core values of the Long Island YMCA is conveyed.

### **Qualifications:**

- A bachelor's degree and at least five years of YMCA experience or equivalent non-profit management experience.
- At least five years' experience in a supervisory role with skills in recruiting, training and staff management.
- Must be self-motivated, hands on team leader with strong communications, networking and collaboration skills.

- High level of attention to detail and quality of programming, service and facilities.
- Excellent organizational and interpersonal skills with the ability to manage several projects at once and meet deadlines in a fast-paced environment.
- Polished, professional demeanor with excellent written and spoken communication skills.
- Demonstrated success in driving revenue and managing expenses.
- Experience in fundraising and individual gift solicitation and cultivation

### **YMCA Competencies (Multi-Team Leader):**

**Change Leadership:** Initiates changes to improve the Y, meet community needs, and maximize impact. Creates a sense of urgency to support change initiatives. Manages implementation of change by understanding and addressing the impact of change on cultures, systems, and people. Aligns time and resources to allow new approaches to catch on, evolve, and thrive. Plans for resistance as part of the change process and develops strategies to help adapt and accept change initiatives.

**Engaging Community:** Stewards the Y cause, promoting and protecting the brand and reputation as a global, inclusive organization within the community. Effectively communicates community benefit and the Y's impact for all stakeholders (e.g., staff, volunteers, members, community leaders). Builds bridges within the community so that all segments of society have access to the Y.

**Philanthropy:** Engages staff, volunteers, and members in fundraising activities and strategies. Organizes philanthropic activity and strategies to successfully raise necessary funds. Reports the sources, uses, and management of donated funds to constituents in order to preserve and enhance confidence in the organization.

**Volunteerism:** Maintains diverse advisory councils that actively support the Y's goals and strategic plans. Clarifies and reinforces the division of roles and responsibilities between corporate boards, management or advisory boards, staff, and general volunteers.

**Collaboration:** Builds strong, strategic relationships with current and prospective partners inside and outside the Y. Recruits key organizational partners with diverse perspectives and talents to better meet community needs and identified critical social issues. Engages in collaborations with openness and desire to share leadership. Creates processes to identify and manage collaborations effectively.

**Communication and Influence:** Uses effective and persuasive communication skills to represent the Y as a thought leader in the community. Proactively communicates during critical and important situations, such as crisis or disaster situations. Gets things done through others by effectively reading and interpreting the culture, decisions, networks, and politics in the organization.

**Inclusion:** Leads efforts that deepen the Y's connections to underserved communities and the global Y movement.

**Critical Thinking and Decision Making:** Challenges conventional thinking to improve processes or experiences. Navigates differing stakeholder perspectives or ambiguous information when making decisions.

**Fiscal Management:** Manages the budgeting process so that resources are devoted to top priorities and strategic objectives. Institutes sound accounting procedures, investment policies, and financial controls. Uses data to analyze financial trends and forecast future financial progress for the organization.

**Functional Expertise:** Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. Uses best practices, guidelines, and industry standards as a framework to improve performance. Demonstrates up-to-date knowledge and skills in the technology associated with the job. Serves with purpose and passion.

**Innovation:** Demonstrates courageous and intelligent risk taking with awareness of societal, economic, and political issues and their impact on the strategic direction of the organization. Rewards and

recognizes new and relevant ideas and approaches even if not successful.

*Program/Project Management:* Designs practices, processes, and procedures for strong project management (e.g., project charter, risk mitigation). Organizes people and activities for efficiencies and effectiveness. Measures progress against strategic goals and ensures continuous improvement. Continually evaluates progress, impact, and outcomes; makes process improvements and adjustments as needed.

*Developing Self and Others:* Holds others accountable for equitable staff hiring, promotion, and development. Creates a learning environment that supports and promotes the acquisition, application, and sharing of new knowledge. Guides others on how to strengthen knowledge, skills, and competencies that improve organizational performance. Develops the feedback and coaching skills of others. Engages in and champions ongoing feedback, coaching, and opportunities for informal and formal learning at all levels.

*Emotional Maturity:* Creates an environment of trust and respect by empowering others and sharing authority.

**The YMCA of Long Island Total Compensation Offerings**  
**&**  
**Employee Value Proposition:**

The position's salary range is \$TBD and includes:

- ***Full benefits package: medical, dental, vision, life insurance, short and long term disability insurance, long term care insurance, generous paid time off***
- ***12% retirement contribution***
- ***Transportation allowance***
- ***Housing allowance***
- ***Financial Assistance for relocation***
- ***Annual discretionary award for extraordinary performance***
- ***Opportunity for additional structured incentives***

**\*\*\*Resumes, cover letters and requests for the full job description must be submitted to [Eileen.Knauer@ymcali.org](mailto:Eileen.Knauer@ymcali.org) \*\*\***



***The Long Island YMCA values a diverse workforce.***