



818 5th Avenue • Des Moines, IA 50309
P 515.244.4901 F 515.243.5073
ywrc@ywrc.org • www.ywrc.org

Position Title: Executive Director
Reports to: The YWRC Board of Directors
Job Status: Full-time/Exempt

To Apply: Interested applicants should send a cover letter and resume to ywrc@ywrc.org. Submission deadline is August 19, 2019. Please direct all questions to the search committee at the above email address.

Summary of Position:

The Executive Director is the YWRC's Chief Executive Officer. The Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director leads and manages all staff and reports to the Board of Directors. The Executive Director will work closely with YWRC Board, staff, volunteers, partners and collaborators, Donors, Vendors and the Central Iowa Community.

Organizational Summary:

The Young Women's Resource Center is a non-profit organization that supports, educates and advocates for participants ages 10-21. The participants include anyone who identifies or has been socialized as a female. Through small groups and individual support, the YWRC provides programming for all participants, no matter what they may be going through. The YWRC's unique structure features two branches of services – Empowerment and Young Moms – to better serve members of our community throughout various stages of life. The YWRC believes in the importance of intersectional feminism, advocacy, trauma responsiveness, community and accessibility.

Founded in 1978 by Louise Noun and other community activists, the YWRC has been providing gender specific programming for more than 40 years. YWRC programming is provided to more than 1500 girls and young women each year. Governed by a Board of Directors of up to 21 members, the YWRC operates on a \$1M budget, receiving 1/3 of its funding from United Way, 1/3 from foundations and corporations and 1/3 from private donations and events.

The YWRC is an organization that serves and celebrates clients with a diverse range of identities, including race, culture, ethnicity, class, religion, physical ability, gender identity and sexual orientation. We strive to build, maintain and support a staff that reflects that diversity. The YWRC strongly encourages people of color, members of the LGBTQIA+ community and those who identify as female or non-binary to apply.

Essential Job Functions:

Leadership

- Execute YWRC's vision.
- Ensure all programs and operations are aligned with YWRC's mission, values, goals and policies.
- Communicate and collaborate effectively with the Board of Directors.
- Lead the development and implementation of YWRC's strategic plan.
- Manage the long-term financial growth and health of the organization.
- Achieve the annual budget.
- Identify and communicate YWRC's employee and program performance standards.
- Responsible for Human Resource efforts including hiring, YWRC policies and compensation.



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- Provide effective leadership to staff, service providers, volunteers and donors.
- Lead daily operations, develop organizational goals and ensure successful program execution.
- Assist the Board of Directors to identify, recruit, on-board and retain new Board Members.

Fundraising

- Develop and lead the organization's fundraising strategy.
- Establish and implement strategies to approach new and existing funders.
- Identify needed resources.
- Identify new fundraising and grant opportunities.
- Raise new funds.
- Ensure fundraising records and documentation is completed successfully.

Advocacy

- Serve as Central Iowa's primary advocate for girls and young women ages 10 – 21.
- Persuasively communicate YWRC's message to non-profit, government, corporate and community organizations.
- Actively support YWRC's mission, vision and commitment to excellence.
- Regularly attend and represent YWRC at community functions.
- Build and maintain relationships with YWRC donors and board members.
- Expand your professional network annually.

Public Relations

- Serve as the face of YWRC.
- Raise awareness of issues affecting girls and young women through networking and community presentations.
- Engage and encourage partnerships and collaborations with key individuals throughout Central Iowa to champion YWRC's mission.
- Support and promote the YWRC brand.

Knowledge, Skills, and Abilities:

Required

- Bachelor's Degree in Human Services, Social Work or related field required.
- Minimum of ten years of non-profit experience, with human service desired.
- Minimum of four years organizational management experience.
- Minimum two years of proven fundraising experience.
- Ability to network with funders and corporate executives.
- Previous experience working with diverse populations required.
- Philosophical agreement with YWRC's mission, goals and values, and knowledge of gender issues.
- Strong commitment to reproductive, social, racial and economic justice.
- Demonstrated experience of commitment to equity work.
- Dedication to consensus and collective decision making practices.
- Experience in trauma responsive care or trauma informed care.
- Proficient use of Microsoft Office products and computers required.
- Exceptional interpersonal, communication and relationship building skills.
- Experience in public speaking.
- Excellent persuasive writing skills.
- Strong organizational and problem solving skills.
- Proven ability to understand and manage budgets.



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- Proven ability to read and understand financial statements.
- Ability and willingness to grow and develop others.
- Knowledge of grant, foundation and funder opportunities.
- Ability to act as a champion for participants from all backgrounds and identities.
- Valid driver's license and automobile insurance.
- Ability to obtain mandatory reporter certification within 30 days of hire.
- Ability to obtain CPR/First Aid certification within 30 days of hire.

Preferred

- Five years program experience.
- Master's Degree.
- Experience with youth.
- Ability to speak a language in addition to English.

Behavioral Expectations/Accountabilities:

- Support YWRC's mission, vision, and values. Demonstrate confidence in YWRC throughout the community. At all times, maintain the highest standards of honesty, integrity, communications and confidentiality. Embrace diversity and inclusion throughout the organization.
- Maintain clear client boundaries around intimate relationships, the pursuit of personal benefit, emotional and dependency needs, altruistic gestures, and responses to unanticipated circumstances in order to ensure professional integrity.

Physical Demands:

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 essential job functions.

- Ability to sit and move around the work area.
- Finger dexterity.
- Repetitive motion of wrists, hands, and/or fingers.
- Lift, carry, push, pull, or otherwise move objects up to 25 lbs.
- Close vision to read computer screen and documents.
- Speech and hearing to communicate with co-workers, clients, donors, volunteers, board members and vendors.
- Ability to drive a vehicle/ provide proof of driver's license and vehicle insurance.
- Dependable attendance required – must be reliable and punctual.

Environmental Concerns:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- YWRC is a tobacco-free building.
- Work is in an office environment.
- The noise level is usually moderate.
- Frequent attendance at evening and weekend functions is required.
- Infrequent overnight travel is required.