



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

## BRANCH EXECUTIVE DIRECTOR NORTHERN DOOR PROGRAM CENTER (FISH CREEK)

Opportunity for a leader who is innovative and wants to make a difference by expanding the Y's footprint in Northern Door County. The Branch Executive is responsible for building a strong YMCA culture by: providing leadership and supervision for all branch operations and staffing; leading fund raising initiatives; growing programs and membership; administering the center budget; building relationships with individuals and groups; and developing collaborations. This Executive sits on the organization's leadership cabinet, requiring the ability to think strategically, collaboratively and analytically to ensure the branch remains relevant in community.

### Key Qualifications:

A Bachelor's degree in a related field is required. 5+ years of experience in operational management in a YMCA or other non-profit agency is preferred. This position requires a highly motivated, mission driven person with good leadership, communication and management skills. Successful candidate must have a belief in and commitment to the purpose of the YMCA and a thorough knowledge of the YMCA philosophy, programs and goals.

### Starting Wage:

- \$50,000-60,000 annually, negotiable with experience.
- Full benefits package including medical and life insurance, paid sick time/LTD, retirement (upon qualification), vacation and holiday pay, FREE family membership and program discounts.

**Hours:** • Full-time, Exempt • 40-45 hrs/wk, flexible scheduling



**WORK  
AT THE Y!**

...the people make this Y wonderful. It is a blessing to our community....from staff to members, 10 thumbs up! - Keith

...a place that connects you to the community. - Amy

...the Y takes an active role in the community and has a strong commitment to its members. - Jean

**Applications being accepted until December 9, 2022.  
APPLY TODAY!**

Please visit [doorcountyyymca.org](http://doorcountyyymca.org) for a full job description, and a list of other opportunities or to download an application.

**GENEROUS  
PAID TIME OFF**

**OUTSTANDING  
BENEFITS**

**FREE**

Y Membership  
and program discounts

**CHILD  
CARE  
DISCOUNTS**

Including  
Onsite Kid  
Care, School  
Age and Day  
Camp!

**IT'S FUN!**

There is something new  
and exciting happening  
every day at the Y!

**HEALTH  
INSURANCE**

A variety of insurance  
packages are available.

**CAUSE  
DRIVEN**

Work with passionate people and help  
make our community a better place!

**DOOR COUNTY YMCA | [www.doorcountyyymca.org](http://www.doorcountyyymca.org)**

**Northern Door Program Center**  
3866 Gibraltar Road, Fish Creek, WI 54212  
920-868-3660

**Sturgeon Bay Program Center**  
1900 Michigan Street, Sturgeon Bay, WI 54235  
920-743-4949



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## DOOR COUNTY YMCA

Job Title: **Northern Door Executive Director**

Job Code: NDDIR

FLSA Status: Exempt; Full-time

Job Grade: Exempt

Reports to: CEO

Revision Date: 11/15/2022

Leadership Level: Multi-Team Leader

Primary Function/Department: Administration

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Executive Director of the Northern Door Program Center will provide leadership and ownership to the Branch; he/she is responsible for the overall program, management and supervision of the Northern Door Program Center in Fish Creek. The Northern Door Executive Director will provide direct supervision to the operations, facility and program directors in the facility, as well as, the youth directors across the association.

### 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. Direct the operations of the Northern Door Program Center to include the development and oversight of program and strategy, supervision of key staff and ongoing maintenance of the facility.
2. Develop, manage, monitor and administer the Program Center operating budget. Meet or exceed budget targets and take appropriate action to maintain the fiscal integrity of the association.
3. Coordinate the development and management of branch and Association Youth programs to meet the needs of the community and achieve Association operating objectives.
4. Create a member-focused culture and model relationship-building skills by being the role model for these qualities. Be interactive with members and available within the facility on a regular basis. Implement member strategies that support the retention of existing members and recruitment/on-boarding of new members.
5. Works closely with the CEO and Annual Campaign Director on strategies for and execution of the Annual Campaign and all other fundraising needs.
6. Conduct regular "hands on" facility walkthroughs to assure high standards of maintenance, safety and cleanliness of the facility and to assure that the requirements of code and law are met. Serve as the risk management coordinator for the center.
7. Be accountable for the execution of policies and procedures of the Association. Know and follow the established human resources and business procedures of the Association.
8. Ensure outstanding customer/member/staff satisfaction levels. Ensure that the highest quality of service is delivered to all individuals served.

**DOOR COUNTY YMCA** [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

**STURGEON BAY PROGRAM CENTER** 1900 Michigan Street, Sturgeon Bay, WI 54235 **P** 920 743 4949 **F** 920 743 8812

**NORTHERN DOOR PROGRAM CENTER** 3866 Gibraltar Road, Fish Creek, WI 54212 **P** 920 868 3660 **F** 920 868 9970

9. Provide training and mentoring for staff as a part of an on-going career development program.
10. Coordinate staff and volunteer development which includes, but is not limited to, recruitment, team building, training, evaluation and recognition.
11. Work closely with the marketing team to promote program center programming. Interpret and communicate the objectives and programs of the branch, and Association, to the community through the public media, public presentations, etc.
12. Develop and maintain collaborative relationships with business and civic leaders, interpreting the work of the YMCA.
13. Serves as a member of the Leadership/Management Team.
14. Work to instill character development qualities by promoting and teaching, caring, honesty, respect and responsibility to participants, staff and volunteers in all YMCA programs and events.
15. Ensure that all staff have the certifications and qualification to ensure the safety and well-being of all program participants.
16. Works to discover grant opportunities which will advance the work of the Program Center to be developed and pursued by the Grant Manager.
17. Serve on committees and task force group as appropriate and assigned by the CEO. Performs other special projects and assignments as directed by the CEO.

**LEADERSHIP COMPETENCIES:**

1. Critical Thinking & Decision Making
2. Engaging Community
3. Fiscal Management
4. Communication and Influence
5. Developing Self & Others

**QUALIFICATIONS:**

1. Bachelor’s degree in business administration, human services, or related other degree is required.
2. Five or more years of experience in YMCA management/operations preferred.
3. Complete New Employee Orientation within 30 days of your hire date.
4. Obtain a current CPR/AED for Professional Rescuers with First Aid Certificate.
  - a. This certificate is valid for two years and it is your responsibility to keep it up to date.
5. Complete Child Abuse Prevention Training within 30 days of your hire date.
  - a. This training is required annually throughout your employment.
6. This position requires a highly motivated, mission driven person with good leadership and management skills.
7. Must have a belief in and commitment to the purpose of the YMCA and a thorough knowledge of the YMCA philosophy, programs and goals.
8. Background must include strong skills in administration, promotion, supervision, human relations, budgeting, sound financial management, financial development, program management, facilities management and volunteer and staff development.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. 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.
2. 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.
3. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
4. 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: \_\_\_\_\_