YMCA of Northern Utah

Job Title: Regional Director  
Job Grade: 8  
FLSA Status: Full-time Exempt  
Reports to: CEO  
Job Location: Salt Lake County  
Primary Function: Youth Development

POSITION SUMMARY:
The Regional Director is responsible for administering the total operation of programming within Salt Lake County. This position oversees the management of programs, facilities, staff development, financial development and collaborations with community agencies in meeting the needs of region’s constituents and program participants. In addition, the Regional Director is responsible for planning, development, operation and implementation of a safe, wholesome and high quality experience for all who participate in programs, services and other activities and promotion, retention, engagement and marketing for YMCA programs and services within the defined region. This position directly supervises the region’s Administrative Director, as well as the directors of the following areas: Youth Development (After School Programs and Summer Day Camp) and Early Childhood Education. This position is full time with a complete benefits package.

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 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:

- Understands and supports the mission of the YMCA; models and reinforces Y values within the organization and the greater community.
- Leads a team of high performing program directors in creating outstanding growth experiences for youth and families across a diverse range of programming and geographic areas including early childhood education, afterschool programs and summer day camps.
- Create strategic growth strategies that are reflect the needs and assets of the target communities with a focus on sustainable expansion.
- Oversee budget development and management ($1.5 Million +) for all departments, providing department directors with the guidance and tools they need to successfully plan and meet revenue and spending goals; Provides accurate and current information regarding past and future financial performance of region to staff and volunteers.
- Directs staff and volunteers in the development of program and participant enrollment strategies, including all public relations and marketing efforts, resulting in enrollment and quality targets being achieved.
- Supports their team by providing resources, tools and strategic vision while establishing clear accountability measures that result in meeting/exceeding outcome goals.
- Oversees the development and execution of risk management plans that keeps safety at the forefront of decision making.
• Prepares statistical, analytical, and narrative reports regarding programs as needed.
• Serves as a community leader building collaborations based on trust and credibility to advance the Y’s mission and goals.
• Secures resources and support for all philanthropic endeavors; Effectively communicates the benefits and impact of the Y’s efforts for all stakeholders.
• Promote an open, honest, inclusive, enjoyable work environment with staff and volunteers that reflect the community.

REQUIRED QUALIFICATIONS:
• Bachelor’s degree required, Masters Degree in related field preferred
• 7+ years of management experience. Highly preferred experience with a YMCA.
• Background must include strong skills in human relations, budgeting, sound fiscal management (managing a budget of at >$750k), financial development, program management, volunteer and staff development, committee and board relations, staff supervision.
• Uses effective personal behaviors/communicates effectively by treating everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
• Ability to use and analyze statistical and financial data and use standard business mathematics to determine pricing, margins, forecasting, trends, etc.
• Ability to handle multiple tasks simultaneously and to prioritize appropriately and respond to safety and emergency situations.
• Ability to partner with management to lead and facilitate change.
• Ability to promote an open, honest, inclusive, enjoyable work environment.
• Ability to effectively use a computer for word processing, research, and budgeting. Strong knowledge of Excel and ability to work within databases and payroll systems, familiar in working with QuickBooks.
• Certification Requirements: Must be able to obtain and become certified in CPR/First Aid, AED and Food Handlers on thirty days of hiring. Child Abuse Prevention training within 30 days of hire date
• Must be able to pass a background check with fingerprinting prior to employment.

LEADERSHIP COMPETENCIES:
• Communication & Influence
• Developing Self & Others
• Critical Thinking and Decision Making
• Engaging Community

The YMCA of Northern Utah provides equal employment opportunities (EEO) to all employees and applicants. Applications for employment will be considered without regard to race, color, religion, sex, national origin, age or disability.

TO APPLY:
Interested applications should send a cover letter and resume to Adria Stauffer, HR Director
astauffer@ymcasaltlake.org

To learn more about employment at the Y, visit http://ymcautah.org/employment