



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Do you Model the YMCA core values? **Caring, Honesty, Respect, and Responsibility.** The YMCA of Greater Cleveland is currently seeking a Vice President of Branch Operations.

Join our Greater Cleveland YMCA team in living our cause and helping to provide quality, safe and healthy programs and services in our community.

The Vice President of Branch Operations will ensure the successful operation of the branches of the YMCA, including membership, program development, volunteer recruitment, staff supervision, community relations, collaborations, budgeting, and financial results. Supports philanthropy and youth development systems and processes.

ESSENTIAL FUNCTIONS:

- Supervises branch executive directors to assure sound operations. Provides leadership and direction to the branches by directing and leading branch executives and by providing overall direction to the branch boards and volunteers. Models relationship-building skills in all interactions with staff, volunteers, members, and the community.
- With the President and CEO, VP of Facilities and CHRO serves as leadership to the YMCA safety audit committee.
- Monitors monthly financial reports to assure that revenue targets in membership and program are met and expenses are controlled.
- Ensures the operational growth of the YMCA branch operations through maintain program quality, ensuring program expansion, leading member recruitment and retention, recommending pricing strategies, and collaborations with other like organizations.
- Works closely with the Chief Marketing Officer in the promotion and growth of branch activities through appropriate communication, promotion and staff outreach.
- Collaborates directly with the VP of Youth Development on maintaining developing relationships to maintain and grow our out of school time activities for children and teens.
- Collaborates directly with the Chief Philanthropy Officer to ensure that annual campaign goals are met and cultivation activities are occurring at the branches.
- Identifies potential areas for branch cooperative programming to accomplish YMCA goals, and works with staff groups to develop and implement programs. Fosters a climate of innovation to develop member-focused programs and leads branch staff in the planning, development and implementation of new program initiatives and activities.
- Provides reports to committees, the Board of Directors and the President/CEO.
- Provides staff leadership to assigned committees of the Board of Directors.
- Develops and maintains measurement systems that are key performance indicators for branch leadership, branch boards, membership targets, program quality targets and enrollments. Reports these metrics to the CEO, peers, appropriate committees and the Board.

YMCA OF GREATER CLEVELAND

1801 Superior Avenue, #130
Cleveland, Ohio 44114
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- Implements and oversees a program evaluation system to ensure consistency with the Y's cause and standards.

QUALIFICATIONS:

- Bachelor's degree in human services, business, social services or equivalent.
- Eight or more years of professional experience in the YMCA or another nonprofit preferred.
- Knowledge and experience in all aspects of operations, including staff supervision and development, membership practices, program development and implementation, volunteerism, facility and financial practices.
- YMCA Organizational Leader certification preferred.

WORK ENVIRONMENT & 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 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.

About YMCA of Greater Cleveland: At the Y, our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. That's why we offer an exceptional package that includes:

- A free membership to your local YMCA and discount to YMCA programs including childcare (part-time positions do not receive discount on childcare).
- Additional employee discounts at many places in and around town, just for being a YMCA of Greater Cleveland employee.
- Eligible employees receive comprehensive Benefits Plan including Health, Dental, Vision, Employee Assistance Plan, Retirement 8% paid by the YMCA of Greater Cleveland and paid vacation.

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