



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA

November 15, 2024

### **Executive Director of Education, Framingham**

At the MetroWest YMCA, our cause defines us. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

Imagine going to work knowing that what you do each day positively impacts the lives of the people in your community. Working at the Y, you'll discover more than a job - you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you!

**The pay range for this full-time exempt position is \$95,000 - \$110,000 annually based upon experience and credentials. Competitive benefits!**  
Equal Opportunity Employer.

#### **POSITION SUMMARY:**

The Executive Director of Education oversees the total operation of the Education Department, including licensing, financial aid management, quality improvement, staff and volunteer development, financial development, community relations and collaborations with community and state agencies. Must have experience with and be knowledgeable regarding EEC compliance and regulations.

#### **ESSENTIAL FUNCTIONS:**

##### Program Management and Development

1. Oversees the development, implementation, quality, and administration of all early childhood and out-of-school time programs for the Association.
2. Manages the financial aid awarded by the Commonwealth of Massachusetts.
3. Directs division strategic planning efforts and develops the annual operating plan of the division.
4. Fosters a climate of innovation to develop member-focused programs which support the Y mission, goals, and strategies.
5. Serves as a member of Y senior management and supports the overall objectives of the YMCA.

#### Membership Development and Engagement

6. Develops and directs high quality relationship-based member engagement strategies. Models relationship-building skills in all interactions with staff, volunteers, members, and the community.

#### Community Involvement and Support

7. Directs the fund development activities of the division.

8. Represents and promotes the YMCA in the community, state and region. Develops positive working relationships with other organizations, businesses, and governmental entities. Develops, maintains, and models collaborative relationships with community agencies.

9. Directs division marketing and communication efforts to effectively communicate benefit to the community.

#### Staff Engagement and Development

10. Leads the hiring, training, and supervision of Education staff. This includes Early Education as well as Before/After School programs (Out-of-School Time/OST).

#### Volunteer Development

11. Coordinates the development of the Regional Education Community Board and committees. Directs the volunteer activities (policy and program) of the division.

#### Facility Management

12. Ensures the safety and maintenance of high quality facilities, grounds, and equipment.

#### Budget and Financial Management

13. Develops, manages, and monitors the division operating budget and meet or exceeds budget targets.

14. Other duties as assigned.

#### **QUALIFICATIONS:**

1. Bachelor's degree in education, human services, social services, or equivalent.
2. Five or more years of management experience in early childhood or out-of-school time programming, preferably in a YMCA or other nonprofit agency.
3. Have technical expertise to provide staff leadership in early childhood and out-of-school time programs as well as manage financial aid provided by the Commonwealth.
4. Ability to direct total operations through volunteer development, supervision of staff, development and monitoring of division budget, marketing and public relations, and program development.
5. Experience in management and development of volunteer involvement; ability to recruit top community leaders.
6. Ability to relate effectively to and advocate for diverse groups of people from all social and economic segments of the community.

7. Proven track record of developing authentic relationships with others.
8. Ability to establish and maintain collaborations with community organizations.

**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.
- The employee needs sufficient strength, agility, and mobility to perform essential functions, to safely engage with children, and to supervise program activities in a wide variety of indoor and outdoor locations.
- 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 40 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.

**To Apply:** Download the [application](#) and email it including a resume to [Employment@Metrowestymca.org](mailto:Employment@Metrowestymca.org)