

## **Job Description**

**Job Title:** Executive Director, Williamstown Youth Center

**Reports to:** Board of Directors

**Position Status:** Full-Time

**Location:** Williamstown, Massachusetts

**Position Overview:** Working closely with the Board of Directors the Executive Director will develop the Williamstown Youth Center into Northern Berkshire county's premier provider of innovative educational programming in arts, athletics, nutrition and wellness, and leadership development. The Executive Director will be responsible for strategy and program development, performance management, fundraising, financial management and oversight, communications, and partnerships. The Executive Director manages one direct report, the Assistant Director.

### **Responsibilities:**

1. Lead the Williamstown Youth Center (WYC) to become Northern Berkshire county's premier provider of innovative educational programming in arts, athletics, nutrition and wellness, and leadership development.
2. Run day-to-day operations.
3. Supervise the Assistant Director.
4. Oversee and seek continuous improvement of ongoing programs, including afterschool activities, camps, and team sports.
5. Establish, implement, and monitor key performance indicators for programs, fundraising, and general management.
6. Lead fundraising.
7. Manage the annual budget.
8. Implement strong systems and processes, including incident reporting.
9. Manage and maintain licensing and other regulatory and legal statutes.
10. Administer WYC property and facilities.
11. Serve as a primary relationship manager for donors and community, business, and educational leaders (include but not limited to the Community Chest, Select Board, Williamstown Elementary School, and Williams College).
12. Explore new ways to generate ongoing revenue, including facility rentals, strategic partnerships, and outsourced programming.
13. Develop and manage strategic partnerships and collaborations that support programs, fundraising, and board development.
14. Produce communications and marketing strategies and materials that increase fundraising, programming, and participation.
15. Manage social media on multiple platforms, such as Facebook and Instagram.

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16. Collaborate with the Board of Directors, attending all meetings and retreats.

### **Education:**

1. Required: Bachelor's degree in Education, Early Childhood Development, Adolescent Psychology, Business, or related field.
2. Preferred: Advanced degree in Education, Early Childhood Development, Adolescent Psychology, Nonprofit Management, Business, or related field.

### **Qualifications, Experience & Competencies:**

1. Minimum 5-7 years of experience in progressively responsible leadership roles.
2. Strong speaking and writing skills, with an ability to communicate in compelling ways across the full spectrum of audiences (children, parents/guardians, teachers, donors, and business and community leaders).
3. Ability to lead and manage diverse teams.
4. Commitment to outcomes-based performance management.
5. Proven fundraising track record.
6. Proficiency developing high-quality educational programs.
7. Experience using social media as an effective business strategy—particularly through platforms such as Facebook, Instagram, Twitter and YouTube.
8. Excellent project management skills with ability to manage multiple budgets, timelines and deliverables.
9. Comfortable working outside typical business hours, including weekends.
10. Entrepreneurial spirit with the ability to take initiative, work independently, and tackle challenges and opportunities associated with growth.
11. Share the Williamstown Youth Center's values with a proven commitment to providing all young people with world-class educational opportunities.
12. A sense of humor and a can-do attitude.

### **Compensation & Benefits:**

Commensurate with experience.

**This position description is intended to describe the general nature and level of work of this position, and is not an exhaustive list of all responsibilities, duties and skills required of individuals in this role.**