

Chief Executive Officer Selection Profile

The Opportunity

The Saskatoon Family YMCA seeks a forward-looking, proven, transformative, and collaborative leader to work with our members, volunteers, community partners and employees to ensure the continued growth of a vibrant and responsive YMCA in Saskatoon. Reporting to the Board of Directors and working in collaboration with the senior staff team, the Chief Executive Officer (CEO) will drive the development and execution of the next strategic plan, ensure meaningful and inclusive community engagement and impact, and work with the Board of Directors and the YMCA Federation to sustain a compelling operating model and growth strategy for the future of the YMCA of Saskatoon. The CEO will be accountable for all strategic and operational activities undertaken by the YMCA of Saskatoon, including successful delivery of Licensed Child Care, camps for Children and Youth, Health, Fitness and Aquatics Programming and Community and Family Support Services. We aim to have the position filled in early 2024.

The ideal candidate will bring an impressive track record as a senior leader in complex organizations. You are a growth-driven, strategic thinker, with the ability to translate vision into action plans demonstrated by measurable results. You demonstrate financial acumen, including budgeting, financial management, asset development, and resource allocation. As an inspiring community leader, you have demonstrated success in cultivating relationships with boards, staff, volunteers, government decision-makers, funders, donors, community partners, the media, and others in community settings. Your accomplishments include demonstrated success in philanthropic endeavours and community relations. You have effectively navigated complex change management, ideally involving both people and physical assets. You champion equity, diversity, and inclusion, bringing a passion for community service that sets you apart from other candidates. You are a proven community leader with both internal and external audiences.

About the YMCA of Saskatoon

The YMCA of Saskatoon is a charity with a mission to ignite life-enhancing opportunities and strengthen the foundation of our community by nurturing health, wellness, and a collective sense of community. For over 115 years the YMCA has served community-minded individuals and families in Saskatoon and surrounding areas by working to improve their overall health. With a staff and volunteer team of 240 and an annual budget of \$9.5M, the YMCA of Saskatoon's programs and services address important social and health needs in the community, through the provision of services in a variety of areas.

Vision and Values

Our vision is to become the leading provider of health, wellness, family-centered activities, and childcare in our community. We are guided by the values of honesty, respect, caring, acceptance, responsibility and fairness.

Reporting:

Reports to: Board of Directors

Reporting directly to the CEO are the following:

- Director of Finance
- Director of Human Resources
- Director of Maintenance
- Director of Child Care
- Director of Membership
- Director of Marketing, Communications and Philanthropy
- Director of Health, Fitness and Aquatics
- Director of Children and Youth Programs

Position Summary:

Under the direction of the Board of Directors, the CEO provides executive leadership for the YMCA of Saskatoon and together with the Board of Directors, is responsible for its strategic direction and success. The CEO leads the YMCA toward the achievement of its vision and purpose, according to its core values, providing oversight of its finances, community and philanthropic relations, human resources, growth and development, and operations.

Detailed Job Responsibilities:

Strategic Vision and Leadership

- Together with the Board of Directors, articulates the YMCA's vision and core purpose
- Participates with the Board of Directors in developing a vision and strategic plan to guide the organization
- Plays a lead role in the YMCA's strategic planning process and executes its strategic plan/initiatives and priorities
- Cultivates a strong and transparent working relationship with the Board of Directors and the YMCA leadership team to ensure alignment and the pursuit of shared goals
- Actively participates in the implementation of the strategic plan of YMCA Canada, including fulfilling its federation responsibilities

Philanthropy

- Builds an internal culture of philanthropy
- Provides leadership in the YMCA's philanthropic efforts by maximizing community partnerships, engaging volunteers, and cultivating and engaging major donors and community leaders

Community and Public Relations

- Maintains and enhances the YMCA's image and brand by communicating the YMCA story in a way that can be understood by many different audiences, including members, volunteers, donors, the public and private sectors, and the broader community
- Establishes good working relationships and collaborative arrangements with community groups, funders, government, and other organizations to help achieve the goals of the organization.
- Together with the Chair of the Board, acts as a spokesperson for the YMCA
- Champions equity, diversity and inclusion in the organization and the broader community

Governance

- Together with the Board Chair and members of the Board of Directors, ensures that governance structures, processes and policies are effective and consistent with best practices
- Works with the Board of Directors and its committees to develop organizational policies and performance requirements for the Board of Directors and its committees.
- Communicates effectively with the Board of Directors and provides all information necessary for the Board to function well and make informed decisions
- Remains accountable to the Board of Directors for meeting strategic objectives established for the YMCA.

Financial Planning and Management

- Assumes responsibility for maintaining the fiscal integrity of the YMCA by submitting to the Board of Directors a proposed annual budget and monthly financial statements which accurately reflect its financial condition
- Assumes responsibility for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position, and ensures compliance with all legislation requiring remittances and contributions for taxes, pensions and other statutory matters
- Identifies and develops alternative funding streams and additional sources of revenue that will support the long-term financial sustainability of the YMCA
- Works with the Board of Directors to secure adequate funding year on year to sustain the financial viability of the YMCA

Risk Management

- Actively identifies, monitors and evaluates risk throughout the entire operations and, with the Board, develops an enterprise risk management strategy

- Ensures the YMCA is meeting all legal obligations for the operations of a provincially incorporated charity, including its obligations to employees, funders and donors
- Ensures the Board of Directors and the YMCA carry appropriate and adequate insurance coverage and ensures that the Board of Directors and appropriate staff understand the terms, conditions and limitations of said coverage

Operations

- Creates and oversees the operational systems, structures, plans and strategies necessary to support the health and long-term vitality of the YMCA
- Ensures that the operations of the YMCA contribute to the realization of the mission, vision, purpose and values and reflect the priorities of the Board of Directors and meet the expectations of members, participants, funders and donors
- Ensures that the YMCA remains in compliance with all federal, provincial and municipal required regulations
- Oversees and ensures the efficiency and effectiveness of the operations of the YMCA

Asset Management

- Ensures safe and functional physical spaces for all sites from which services are provided
- Advises the Board of any potential areas of risk involving financial viability, functional effectiveness, quality assurance and operational efficiency and develops mitigation strategies accordingly
- Adheres to the YMCA's policies regarding the signing of contracts or agreements regarding the purchase, lease or rental of property, buildings and equipment
- Adheres to the YMCA's policies regarding investments
- Ensures that the YMCA's technology, data systems, data, intellectual property and information are protected

Human Resource Management

- Fosters a work environment for all staff that is open, transparent, inclusive, and equitable
- Leads and supports an organizational culture that achieves high levels of performance and promotes and ensures employee development
- Establishes a positive, healthy, secure and safe work environment
- Provides coaching, mentoring and motivational leadership and support to the YMCA's leadership team
- Determines, reviews and evaluates organizational structure and staffing requirements for management and program delivery

- Develop a succession plan that supports business continuity by identifying critical roles within the organization and outlining regularly updated short-and long-term contingency plans

Required Knowledge, Skills and Abilities

Strategic Orientation

- A visionary and inspirational leader and organizational strategist who can engage and motivate a wide stakeholder base and develop and execute a shared vision and strategy across a large, complex organization
- Strong intellectual, strategic thinking and creative problem-solving skills

Leadership

- Superior people skills. Has the ability to bring out the best in people. Capable of sustaining a respectful and productive work environment that inspires teamwork and positive results, values staff contributions and staff development, and attracts and retains talented and capable people
- A highly visible and credible leader who is capable of effectively representing the organization externally and internally
- Ability to lead multiple audiences through systems, structure and policy changes within a complex, regulated environment
- Ability to identify/mitigate strategic and operational risks at the highest level of the organization

Board Governance

- Understands and respects the role of the Board of Directors in setting policy and strategy
- Is able to provide analysis, advice, and recommendations to the Board of Directors in an effective manner
- Ensures that the YMCA follows best practices in board governance.

Business Acumen and General Management

- Strong planning, organizational and administrative skills. Able to oversee a wide range of operations and projects and skilled at using effective processes to advance initiatives
- Strong business acumen. Understands the levers and the challenges of running a fiscally responsible organization
- Embraces technology and comfortably incorporates technology into day-to-day activities

Communications

- Highly skilled and poised communicator; able to communicate effectively in a wide range of venues and with the media
- Superior listening skills

- Effective at communicating with a wide range of audiences, including business leaders, government, the general public, and members, staff and volunteers

Relationship Skills

- Is engaging, approachable, diplomatic, open, transparent and thrives on meaningful interaction with others
- Is collaborative and inclusive
- Respected and trusted partner who has demonstrated the ability to develop strong and lasting relationships with a wide range of stakeholders and influence outcomes
- Possesses the skills, attributes, and experience to be seen as highly credible by internal and external stakeholders and the public
- Ability to engage a variety of stakeholders, including municipal employees and council members

Political Acumen

- Politically savvy, internally and externally; can effectively read organizational and human dynamics
- Sensitive to the national and regional context(s) in which the YMCA operates
- Influential advocate with a good working knowledge of government advocacy procedures and policies

Philanthropy

- Proven leadership and success/involvement in philanthropic campaigns, both annual and capital

Required Experience

- 5-10 years in a multi-faceted senior leadership role, including experience in a mid-sized public or private sector organization or a complex not-for-profit or charitable sector organization
- Solid understanding of the role of not-for-profit and charitable organizations and of relationships between boards and their committees
- Experience working with or being a member of a Board of Directors, thereby having a clear understanding of Board policy and strategic roles distinct from operational accountabilities
- Proven senior management experience in the development and implementation of a strategic plan
- Understanding and experience in fundraising and philanthropy, including annual and capital fundraising
- Experience creating, mentoring and leading a cohesive leadership team across a multi-site organization

Compensation: \$110,000-\$135,000 per year

Interested individuals are encouraged to submit CV and cover letter by clicking this [LINK](#)

The Search Committee will begin reviewing candidates on November 14, 2023, with December 1, 2023, as the final date for submission.

The YMCA of Saskatoon acknowledges that we are on the traditional lands, referred to as Treaty 6 Territory and that the City of Saskatoon and all the people here are beneficiaries of this peace and friendship treaty. Treaty 6 encompasses the traditional territories of numerous First Nations, including Cree, Dene (DEN-Ē), Nakota, Saulteaux (SO-TO), and Ojibwe (OJIB-WĒ) and the homeland of the Métis Nation. We are dedicated to ensuring that the spirit of Reconciliation and Treaty 6 is honoured and respected. This acknowledgement also reaffirms our relationship with one another.