



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Executive Director, New Tampa Family Center**

FLSA Status: Exempt

Status: F/T or P/T: FT

Reports to: Vice President of Operations

Job Code:

Job Grade: Multi-Team/Branch Leader

Department: Administration

Revision Date: 10.2025

POSITION SUMMARY:

Under the direction of the Vice President of Operations, the **Executive Director of the New Tampa Family YMCA** is responsible for the day-to-day operations of a Tampa Metropolitan Area YMCA. This role provides Cause-Driven leadership in staff supervision and development, volunteer management, fiscal management, financial development, membership and program administration, facility and equipment stewardship, community relations, and personal/professional development. The Executive Director leads a Family Center operation with a **\$3.8 million budget and more than 2,500 household membership units**. Responsibilities include expanding membership in a rapidly growing market, enhancing engagement through innovative programs and services, maintaining an active and connected Advisory Board, growing the Annual Community Support Campaign, building community partnerships, and ensuring effective communication across program lines and with Association leadership.

The New Tampa Y also serves as the **host location for the Association Stingrays Swim Team**, with over 200 competitive swimmers. In addition, this location oversees the Association Swim Leagues (inner Y swim competition) as well as Masters Swim Program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Membership & Program Quality/Growth

- Achieves all established goals and objectives through Association scorecard targets, including net promoter scores, budget margin, revenue growth, and expanding market share.
- Ensures all Tampa Y standards and best practices are implemented and followed. Applies YMCA policies and procedures, including those related to best practices, emergency procedures, medical and disciplinary situations and child abuse prevention.
- Ensures all associates are properly trained and prepared for emergency situations. This includes implementing and following training requirements in addition to ensuring proper reporting of all incidents/accidents according to risk management procedures.
- Ensures the safety and maintenance of well-maintained facilities, grounds and equipment, coordinating repairs and enhancements in coordination with Association Property Director.
- Actively participates in the Executive Leadership team, as well as select program cabinet groups.
- Leads Association initiatives as assigned.

Development/Fundraising

- Assists with the establishment of annual giving, major gifts, and/or endowment association goals, and ensures success by ensuring the implementation and delivery of best practices.
- Develops and maintains relationships with current and potential funding sources, both private and public.
- Understands the pressing community needs and generates support for our cause and proven solutions for meaningful, enduring impact and stronger communities.

Advisory Board Development

- Collaborates with Advisory Board and volunteer committees to educate the community about the work of the YMCA and its mission.
- Engages, recruits and develops key community leaders for the local Advisory Board. Maintains contact with political, business, and civic leaders, as well as community groups and schools to develop a solid volunteer structure.
- Represents and promotes the Y in the local community and develops positive working relationships with other organizations, businesses, and governmental entities. Develop and maintain collaborative relationships with community agencies in service delivery area.

Fiscal Management

- Manages/provides oversight to the center budget, managing to/within assigned targets, and exceeds assigned operating margin.
- Prepares and updates revenue and expense forecasts to center budget as needed.
- Evaluates trends and opportunities and utilizes key metrics in decision making.
- Develops and implements plans to expand the reach and influence of the Y through expansion of program and membership within association guidelines.

Team Leadership

- Provides leadership to all center staff members, serving as secondary supervisor to hire, develop, influence, and retain a committed team enthusiastic about the YMCA's mission, safety and service to members, and the Tampa Y promise.
- Provides leadership to all center staff members to create and maintain meaningful and impactful relationships with the members, program participants, volunteers, and community leaders.
- Assists in all areas assigned to include oversight of additional family centers in absences of Executive Director as well as any projects, initiatives, or special assignments as delegated by supervisor.
- Attends and actively participates in all meetings, trainings, special events, and conferences as assigned by supervisor.
- Leads and actively participates in all projects, design teams, and activities as assigned by supervisor.

Safety and Risk Management

- Adhere to all Federal, State, and local safety regulations, as well as all YMCA policies and procedures related to the safety, health, and welfare of members, participants, guests, and staff.
- Adhere to all training requirements and ensures implementation in addition to ensuring proper reporting of all incidents/accidents according to risk management procedures.
- Ensure team adherence to all YMCA policies and procedures regarding the safety, health and welfare of members, program participants, guests and staff.
- Responsible for the security of all company owned tools, equipment, vehicles, building, inventory and security of the buildings.
- Maintain a strong culture of safety for staff and members
- Apply Tampa YMCA policies and procedures, including those related to leading practices, emergency procedures, medical and disciplinary situations and child abuse prevention.
- Ensure all staff are fully trained and prepared for emergency situations. This includes implementing and following training requirements in addition to ensuring proper reporting of all incidents/accidents according to risk management procedures.
- Maintain proper records, including associate certifications, meetings, and training.
- Schedule staff and volunteers in accordance to safety and program need and ensures all safety and program ratios are followed.
- Contribute to creating and maintaining a safe, positive, and respectful environment for members, guests, and staff.
- Promptly report any suspicious or inappropriate behavior, as well as policy violations, following established association procedures.

POSITION REQUIREMENTS:

Education/ Experience Required:

- BA/BS from an accredited college or university in business, non-profit management or related field, or equivalent experience required.
- Minimum of three years of experience in business operations, growth and development, community involvement, relationship building, program/business line development, staff selection, supervision and development, and day-to-day enterprise management preferred.
- Skilled in communication both verbal and written and ability to present complex strategies to diverse populations and audiences.
- Prior experience in facility and/or program area management preferred.
- Supervision of large Y operations or similar health, wellness, recreation operation (Executive, or Operations Director Level) that exceeds \$2M in operating revenue and 2,000 membership units (households) preferred (preference will be given to candidates with Y operational experience)
- Demonstrated skills in fiscal management and financial development (including annual campaign, capital, and/or planned giving).
- Initiative-taking and entrepreneurial with the consistent ability to meet or exceed goals, cultivate and retain members, volunteers, and program participants.
- Ability to quickly build rapport and develop effective relationships with members, volunteers, program prospects, and others to achieve goals.
- Consistently self-driven and purposeful with the ability to set effective team and individual goals and take ownership for results.
- Demonstrated ability to multi-task and adapt to changing contexts and priorities.
- Strong analytical and critical-thinking skills with the ability to identify and leverage relevant data to use in planning and decision-making.
- Ability to understand, adapt to and interact with diverse people, teams, perspectives, and cultures.
- Proficient in using email, Internet, and other PC-based applications (e.g. Microsoft Office, customer service/tracking applications) with the ability to learn and adapt to innovative technology.
- Must reside in the Tampa Metro Area and be available to respond to emergencies.
- Must maintain a strong visible presence in the assigned center(s) and community.
- Availability to work evenings, weekends, and holidays is required.
- Must be available during storm events for preparation and recovery efforts.

Certifications/Trainings Required:

- Must obtain within 30 days of employment and then maintain current certifications in CPR, First Aid, AED and Oxygen Administration.
- Certified Pool Operator (within 90 days)
- Maintain other required certifications as directed by supervisor as well as state, federal, or local requirements.
- Requires valid driver's license and satisfactory driving record in compliance with Tampa Y and insurance provider policies/requirements.
 - Employment may be ended if at any time the driving standards during employment, per the Tampa YMCA driving policies, are not met.

WORK ENVIRONMENT AND 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 including, but not limited to:

- While performing the duties of this job, the employee required to use a computer for extended periods of time and be able to communicate using a computer and authorized work phone/smart device.
- Ability to perform all physical aspects of the position, including but not limited to walking, standing, bending, reaching, and lifting.
- The employee is frequently required to sit and reach and must be able to move around the work environment.
- Ability to lift and move a minimum of 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- Ability to work in a variety of environments, specifically those subject to extreme humidity/dampness, heat and cold
- The noise level in the work environment is usually moderate.
- This position may require availability of working flexible hours including evenings, weekends, and holidays as needed
- Must be able to perform all duties and functions of those that are supervised.

The Y: We're for youth development, healthy living, and social responsibility.

ACCOUNTABILITY:

Accountable for completion of assigned goals as measured by the number of people served, cause driven measures, operating results, financial margins, grant metrics and supervisor evaluation of assigned duties.

SIGNATURE:

This job description represents the major functions of the position but is not intended to be all-inclusive. The incumbent is also responsible for taking directions from the supervisor in completing projects or performing duties deemed necessary for the center or association success. I understand and accept the above description and represent my agreement as to the job to be performed.

Associate Member's name

Associate Member's signature

Date: