



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Job Title: **Executive Director, Mary W. Sierra 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: 9.2026

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## **POSITION SUMMARY:**

Under the direction of the Vice President of Operations or their delegate, the Executive Director is responsible for the day-to-day operations of the Mary W. Sierra Family YMCA. This position provides Cause-Driven leadership in associate supervision/development, volunteer management, fiscal management, financial development, membership and program administration, facility & equipment stewardship, community relations and personal-professional development. Responsible for leading and growing a Family Center operation that includes a \$5 million budget and 4,000+ household membership units. Key areas of responsibility include: continue expansion of membership base and enhance engagement through quality and innovative programs and services, grow the center's Annual Community Support Campaign, build community relations/partnerships, and ensure effective communication and coordination between center program lines and with association program line leaders/supervisors.

## **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**

- Leads center 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**

- Assists and supports the Vice President with the Advisory Board and volunteer committees to educate the community about the work of the YMCA and its mission.
- Maintains contacts 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. Develops and maintains 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, motivate, influence and retain a committed team passionate 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 as assigned.
- Attends and actively engages in all all meetings , conferences, training, and events as assigned by supervisor.
- Performs all other duties 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 trainings.
- Schedule staff and volunteers in accordance to safety and program needs 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.
- Prior experience in facility and/or program area management preferred.
- Supervision of Y operations or similar health, wellness, recreation operation (Executive, or Operations Director Level) that exceeds \$3M in operating revenue and 2,500 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).

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

- Prior experience supporting large community involvement (example hosting community dinners and participating in festival activities).
- Highly motivated 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 goal-oriented 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 new technology.
- Must maintain a current Florida drivers license and driving record that complies with Tampa YMCA insurance standards and Tampa YMCA policies.

#### **Certifications/Trainings Required:**

- Must obtain within 30 days of employment and then maintain current certifications in CPR PRO, AED, First Aid, and Oxygen Administration.
- Maintain other required certifications as stated per Association guidelines or directed by supervisor.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

##### **General:**

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 is regularly 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 frequently is 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 to work flexible hours including evenings, weekends, and holidays as needed
- Must be able to perform all duties and functions of those that are supervised

#### **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 direction 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.

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Associate Member's name

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Associate Member's signature

\_\_\_\_\_  
Date:

