



**YMCA of Silicon Valley**  
We build strong kids, strong families, strong communities

## **Healthy Silicon Valley Executive Director**

June 2009

### **Executive Director**

**Position: Healthy Silicon Valley Executive Director**

**Branch: Association Office**

**Supervisor title: VP of Program and Community Support**

**Classification: Full-time, Exempt**

**Job Code:**

### **General Function:**

The Executive Director is responsible for facilitating and supporting the Healthy Silicon Valley collaborative to address health and wellness in Santa Clara County. The Director is self-motivated, an independent achiever and a strategic problem solver. Primary responsibilities include:

- Achieve the project's vision and strategy
- Achieve project's community goals and outcomes
- Fundraise to achieve operating and sector goals
- Direct the project team
- Manage critical partnerships
- Build broad community participation in the collaborative
- Staff the volunteer Steering Committee

### **Qualifications:**

- Bachelor's or Master's degree in business administration or in a health-related field, or its equivalent in knowledge, training and work experience.
- Minimum five (5) years of progressive, successful management/leadership experience in administration, public health, community health organization, leadership or management.
- Successful experience in fund development with a diversity of funding
- Possess excellent communication and interpersonal skills in order to provide effective leadership and in order to develop and maintain a wide range of internal/external working relationships.
- Ability to develop, evaluate and implement strategies.
- Ability to direct and manage change, inspire teamwork and recruit and motivate partners to achieve goals.
- Ability to convene diverse groups of partners to establish common principles and methodologies to achieve identified objectives.
- Proven competence in organization, paperwork, follow-through skills and meeting deadlines.
- Proven analytic skills along with the ability to organize and write reports.
- Ability to write documents for a wide range of audiences (e.g. newsletters, curriculum, reports)
- Experience in community planning and coalition building.
- Financial skills in developing and monitoring an operating budget.
- A commitment to the YMCA mission and its core values of honesty, respect, responsibility and caring as well as a commitment to building developmental assets in youth. Value diversity and have a broad vision of health and wellness that is enhanced by relationship building.

### **Essential Duties & Responsibilities:**

1. Work with the steering committee co-chairs to lead the committee in achieving the goals and outcomes of the collaboration.
2. Recruit community leaders and organizations from multiple sectors in order to garner widespread community participation in the collaborative.
3. Work with the collaborative at large to create synergy and engagement in achieving the goals of the community action plan.
4. Assist in the development of governing principles for the collaborative.
5. Organize collaborative meetings, maintain membership and facilitate communication to support collaborative activities.
6. Monitor the community action plan and work with sectors to implement strategies to achieve the goals.

7. Develop and implement a fundraising plan to support the ongoing activities of the collaborative.
8. Responsible for the overall project results, including fiscal responsibility for the project.
9. Responsible for evaluation of the effectiveness of the collaborative.
10. Responsible for interviewing, hiring, training, managing and evaluating performance of personnel to support all aspects of the program.

**Essential Duties & Responsibilities:** (continued from previous page)

11. Network with other collaboratives addressing similar issues at the county and/or regional level.
12. Provide guidance to the conference chair to achieve the goals of the conference plan.
13. Represent Healthy Silicon Valley in community meetings, health collaboratives, government hearings, organizational meetings, and in the general public.
14. Participate in YMCA management team meetings as necessary to advance the work of HSV.

**Additional Information:**

- Possess basic office and computer skills (Microsoft Office).
- This position is considered to have a supervisory or disciplinary relationship over minors.
- Local travel will be involved.
- It may be necessary to perform other duties as assigned.

**Work Environment:**

To perform this job successfully an employee must be able to perform each essential duty satisfactorily. The qualifications and duties listed above, and the physical demands of the position listed here, are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential duties.

The physical demands of the position include:

- Visual and auditory ability to observe and to respond to critical incidents and the physical ability to act swiftly in an emergency situation.
- Ability to lead and interact in group activities and perform related physical skills.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other duties if requested by the immediate supervisor and/or Executive Director. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

**Acknowledgement and Receipt:**

I acknowledge that I have received, read, and sought clarification of any questions I have about the contents of this job description.

Employee Signature	Date	Print Name
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Supervisor Signature	Date	Print Name
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