



POSITION: Vice President of Programs

DEPARTMENT: Executive – Reports to CEO

SALARY/FLSA CLASSIFICATION: \$90,000 - \$110,000/year - Exempt

JOB SUMMARY:

The Vice President of Programs reports to the Chief Executive Officer (CEO). The Directors of Early Learning and Education, Economic Advancement, and Opportunity Pathways, and Manager of Program Evaluation all report to the Vice President of Programs. Responsibilities include:

- Translating the YWCA’s mission and vision into program operations and maintaining and strengthening stability in all programs.
- Working closely with other senior leaders to create a mission-driven culture and high-performing association committed to quality, teamwork, mutual respect, and measurable outcomes.
- Supervising implementation of new program initiatives, community engagements, and strategic management as well as grant and contract administration.
- Measuring and tracking impact of Association programs and initiatives.

YWCA Greater Pittsburgh offers a generous and competitive benefits package including:

- Medical, dental and vision benefit options
- Paid life insurance
- 10 paid holidays
- Up to 26 paid time off (within first year of employment)
- Employee assistance program
- 403 B
- Professional development opportunities

MINIMUM QUALIFICATIONS:

Bachelor’s Degree with at least seven (7) years of relevant experience and of which five (5) were at a management level or a master’s degree with three (3) years of relevant experience and at least three (3) years at management level. This position requires a valid PA driver’s license and/or reliable transportation for frequent travel throughout the City of Pittsburgh. Act 33/34 clearances, FBI fingerprinting, NSOR (National Sex Offender Registry), and criminal background checks are also required.

Interested individuals can apply at:

<https://recruiting.paylocity.com/recruiting/jobs/All/88e5aa3f-3f08-4780-a497-77b5d386b97e/Young-Womens-Christian-Association-of-Pittsburgh>

KNOWLEDGE AND SKILLS:

- Strong supervisory skills and a management style that advances equity and promotes professional development of team members.
- Strong operational experience, ideally in a senior management role in a socially responsible organization with progressive experience and knowledge in operational/administrative management.
- Knowledge regarding evidence-based outcomes and ability to design associated measurable outcomes.
- Experienced in working with external funders, community organizations, government officials, and other strategic external partnerships.
- Skilled in financial management including budget development, monitoring, fiscal oversight, and revenue growth.
- Superior oral, written, presentation, negotiation, and organizational skills.
- Excellent people skills with an ability to foster an inclusive work environment.
- Personal qualities of integrity, credibility, and commitment to the mission of YWCA Greater Pittsburgh.
- Flexible and able to excel in a fast-moving environment.
- Resourceful in setting priorities and guiding investment in people and systems.

ESSENTIAL RESPONSIBILITIES:

- Supervises program directors to develop and implement innovative, sustainable, mission-aligned programs and initiatives that address the impact of systemic racism and gender inequities while advancing racial justice and gender equity.
- Drives program innovation in alignment with YWCA Greater Pittsburgh's strategic priorities.
- Responsible for monitoring and assuring compliance with fiduciary responsibility.
- Monitors and evaluates program effectiveness; implements changes required for improvement.
- Implements program design and service delivery to include oversight of database reporting system to deliver accurate and timely program data for reports.
- Identifies strategic community, corporate, and public sector partners to advance the work and achieve desired outcomes.
- Maintains a high level of confidentiality when working with sensitive and personal client, vendor, employee, and contract information.
- Supports and advises the CEO in decision making.
- Provides staff support and guidance to the Board of Directors as necessary.
- Displays consistent professionalism and courtesy when interacting with internal and external customers.
- Promotes and supports the mission, values and goals of YWCA Greater Pittsburgh while maintaining high performance standards.

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MISSION IMPACT:

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As a member of the YWCA Greater Pittsburgh team, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by supporting the provision of direct services and advocacy to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to race and gender equity.

ABOUT YWCA GREATER PITTSBURGH:

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

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