



York County Community Coalition (YC3) - Executive Director

Job Title:	Executive Director YC3	Date Prepared:	5/3/2024
Location:	609 N Grant Avenue York, NE 68467	Position Status:	Full Time
Reports to:	YC3 Board of Directors	FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
		Standard Occupational Classification:	Executive Directors

Vision: A community where everyone belongs, thrives and contributes.

Mission: YC3 promotes well-being in our communities by empowering people and connecting ideas and resources.

General Summary

The Executive Director is responsible for working towards achieving long-lasting, meaningful community change and community impact in the York County Area that serves to benefit individuals, children, and families. This position is responsible for the implementation and management of a variety of initiatives as prioritized by YC3 including leading and providing program services as well as providing oversight of fund investments, contracts, and grants. The Executive Director is also responsible for developing, managing, and enhancing relationships with community partners to connect and align services.

Essential Duties and Responsibilities

Leads Collective Impact in York County.

- Believes in YC3's Mission, Vision, and Values and incorporates these into the YC3's day-to-day work.
 - Implements and drives the specific directives and initiatives of YC3.
 - Participates in YC3 led meetings, YC3 board meetings, YC3 sub-committee meetings, and relevant community and statewide meetings.
 - Ensures regular communication between members and partners.
 - Prepares meaningful agendas and meeting packets for YC3 led meetings and leads such meetings.
 - Delivers group presentations, training and/or technical assistance.
 - Ensures that YC3's directives and initiatives align with community wellbeing.
 - Develops and maintains an understanding of the needs of local individuals, children, and families.
 - Develops and maintains a working knowledge of current resources i.e. mental health, food, financial, etc.
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- ***Develops and Implements Strategic Plan.***
 - To lead discussion and collaborate with YC3 board to carry out the strategic plan, with sub-committees.
 - Prepares and disseminates a YC3 annual report.

- ***Builds and Maintains Relationships***
- Attends trainings and presentations across the state; participates in statewide coordinator calls.
- Manages and enhances a referral system between YC3 and referral sources (schools, law enforcement, churches, and other human service agencies).
- Organizes team meetings regularly for Community Response.
- Facilitate group discussion and decision-making.
- Maintains cooperative relationships with funding agencies.
- Develops positive community relations by promoting public awareness and understanding of YC3.
- Participates in community organizations and events.
- Seek out community event opportunities and host event if needed.

- ***Oversees Fiscal and Administrative Management.***
- Identifies and responds to funding opportunities through grant writing, fundraising, and other sources.
- Prepares YC3's annual budget and financial reports, working with subcommittees and board as needed.
- Provides oversight of fund investments, contracts, and grants for YC3.
- Ensures the submittal of required grant and program reports in a timely manner. Includes expenditure reports and narrative reports.
- Manages funding for YC3 with the assistance of a certified accountant and board treasurer.
- Approves payments made by YC3 as identified by the budget. Responsible for receiving additional authorization if necessary.
- Oversees and operates all Human Resource and supervisory duties for YC3 employees.
- Compiles, enters, and analyzes program-related data.
- Ensures the website and social media's functionality and ensures the content is up to date.
- Develop traditional/non-traditional marketing strategies for YC3.

- ***Other duties***
- Conducts intake screenings for individuals who may be eligible for community programs and services.
- Provides follow-up with participants to ensure client's needs are being met and provides/connect with additional resources as needed.
- Other duties as assigned.

Qualifications: Training, Education, and Certification

- Bachelor's degree and 3 years-experience in Child, Youth, and Family Studies, Human Services, Social work, or related field or;
- Master's degree and 2 years-experience in Child, Youth, and Family Studies, Human Services, Social work, or related field or;
- Relevant experience may be considered in lieu of education.
- Must have a valid Nebraska driver's license and provide proof of personal driver's insurance and the ability to utilize own transportation for work purposes.

Qualifications: Knowledge, Skills, and Abilities

- Ability to efficiently carry out YC3's mission statement, vision, and values and comply with YC3's policies and procedures.
- Ability to establish and maintain effective working relationships with community citizens, co-workers, and the public.
- Demonstrate cultural awareness and sensitivity.
- Ability to relate in a family centered, non-judgmental approach to individuals living in an at-risk situation.
- Must be able to maintain strict confidentiality of sensitive information in accordance with HIPAA regulations.
- Ability to utilize critical thinking and problem-solving skills to address individuals and community needs.
- Ability to interpret oral and written instructions and do appropriate follow-up.
- Ability to work independently and as a team member.
- Must have exceptional time management and organizational skills.
- Ability to constructively participate in quality improvement efforts.
- Bilingual (English/Spanish) verbal and written skills are preferred but not required.
- Proficiency with MS Office products along with email and website management.
- Demonstrated ability to participate in collaborative activities and work flexible hours as needed.
- Demonstrated high level of self-direction to achieve results.
- Ability to recruit, supervise, and manage quality staff and volunteers.
- Work with diverse sectors of the community.
- Ability to advance initiatives from conception through implementation as a neutral leader focused on YC3's strategic plan.
- Requires skill in multi-tasking, meeting deadlines and performing under pressure.

Working Conditions/Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work varied and extended hours scheduling as requested including early mornings, evenings, and occasional weekends.
- Ability to work in a smoke-free and drug-free work environment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include sitting or standing for extended periods of time.

Supervisory Responsibilities

YC3 staff as needed