The Ohio-West Virginia Youth Leadership Association (YLA) is seeking our next Executive Director, located in Tucker County, West Virginia.

Ohio-West Virginia Youth Leadership Association (YLA) prepares new generations of civic leaders and responsible citizens for our communities, states, nation, and world. YLA works to renew community life, build an entrepreneurial culture, and strengthen stewardship of our cultural and natural heritage. Open to all, our program model of experiential learning, service, civic engagement, entrepreneurship, and volunteer action guides all we do. Our signature programs in our 150-year history are YLA local youth civic leadership groups, Youth in Government, 8th Grade Youth & Government Seminars, Model United Nations, Horseshoe, Cave Lake, and many others. We welcome participation by HI-Ys, TRI-HI-Ys, YLA Chapters, Student Councils, local government youth councils, youth clubs and organizations, schools, faith-based groups, and others.

Position Summary

The Executive Director will continue to bring the mission of the Ohio-West Virginia Youth Leadership Association to life with leadership and hands-on direct action. The Director will own administration and operation of the business, program, facilities, and relationships required to achieve the mission and goals of the Ohio-West Virginia Youth Leadership Association. This role is a rare opportunity to affect direct change in the lives of the community, lead by example, and represent a well-known brand and leader in regional civics peer organizations.

This position needs to scale and grow with the program’s size, financials, and staff, using wise discretion in handling and executing immediate activities, hands-on duties and later delegation of resources once in place. This position is for someone with a perfect blend of doing non-profit work, seeing the immediate needs in communities, communicating YLA’s immediate impact and growing our two-state organization as well as being an effective manager and administrator.
Essential Position Responsibilities include and are not limited to –

1. Curate and foster the joy, satisfaction, and learning that YLA gives every day.
2. Work with the Executive Board to develop policies that, once adopted, are carried out;
3. Assure all our programs and operations succeed in the lives of participants, especially youth so that through them, our purpose and mission are made real;
4. Be the public face of YLA to children, youth, and adults as well as to business, labor, civic, and government at all levels, foundations, and others;
5. Do the work as well as delegate – this Executive is engaged in the work of YLA – rather than a title implying delegating all to others, this Executive leads by example and that includes doing;

6. Work with Committees of the Board to achieve their responsibilities;
7. Consult and advise in the selection of Board members, committee chairs, and committee members and provides leadership to lay development;
8. Inform the Board of the financial, program, operational, and staff status plus other appropriate information in a manner that seeks to maximize helpful transparency and regularly;
9. Provide leadership to staff to achieve program potential in the lives of youth, Children, and adults resulting in the renewal of family and community life across our two states and beyond;
10. Oversee the recruitment process of staff members;
11. Ensure annual performance reviews are conducted annually for all staff;
12. Provide training and development to all Staff;
13. Interpret and communicate the mission and programs of this Association to the broader community through public communication media and other means;
14. Prepare budgets for the Board and, once approved, administer the budget(s);
15. Execute decisions of the Board and committees involving contracts, correspondence, personal contact, and representation by appropriate action;
16. Review and evaluate the enrollment, programs, services, and operation of the Association and communicates findings and recommendations for change to the Board, appropriate committees, and staff;
17. Put safety first and insist all staff do too in all our Association does using our insurance carriers, accreditors, government agencies, etc. as our guides;
18. Assure YLA meets the standards of our insurance carriers; Health Departments in Pike County, Ohio, and Tucker County, WV, American Camp Association for Horseshoe, US Forest Service for Horseshoe, and all other compliance requirements this Association is to meet as defined by our board of directors (e.g. youth protection policy);
19. Integration of modern telecommunications technology and social media into organizational operations.
20. Manage the resources of the organization to guarantee the year-to-year, day-to-day financial stability of the YLA while financially positioning the organization for growth (i.e grants, public funds, fundraisers, raising money from corporate and individual donors, endowment fundraising, estate giving)

Qualifications and Experience Requirements

● Minimum five years work experience with supervisory responsibilities for direct reports
● Experience in non-profit management is strongly preferred.
● Experience working with youth required.
● A life experience, outlook, and calling that reflect the values of the Ohio-West Virginia Youth Leadership Association
● Bachelor’s degree or related work experience, Master’s degree preferred
● Experience raising funds from a variety of funding sources in support of a non-profit organization
- Experience managing staff, and preferably volunteers
- Experience creating, managing, and adhering to budgets

- Respect for, ability, and a natural inclination to work with persons of all ages and backgrounds
- Demonstrated experience delivering results by maximizing resources
- Experience working outside the walls of a business or other organization in the broader community and state
- Ability and willingness to frequently travel across Ohio and West Virginia to serve local communities and stakeholders
- Proficient in Microsoft Office