

**YWCA Southeastern MA  
Job Description and Specifics**

**Mission:** YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

**Position:** Director of Mission Impact

**Statement of Duties:**

- Serve as a member of the YWCA Leadership Team developing strategies to carry out the mission of the YWCA in accordance with its strategic plan and provide direction to the organization and staff.
- Schedules and implements advocacy, racial justice, gender equity and health-related programs, including public and contracted educational workshops, racial justice, women's empowerment, health and wellness and financial literacy.
- Supervises Race, Equity, Diversity and Inclusion Education Facilitator, Race, Equity, Diversity and Inclusion Workplace Facilitator, Community Health Workers and Advocacy Assistant.
- Oversee the development, implementation and management of programs and services which will ensure program quality, participant satisfaction and staff retention and growth. Programs and services include COVID-19 Vaccination Outreach; patient navigation, educational workshops, and support for seniors; management of three support groups hosted at the YWCA Standish House; and other health related programs as needed.
- Coordinates YWCA Get Out the Vote Initiative, including phone banking, text banking, supervising volunteers, hosting phone bank nights, and engaging with statewide partners.
- Responsible for coalition building, legislative advocacy, and the mobilization of public support for the YWCA's advocacy agenda.
- Develops and maintains relationships with regional associates, community groups, and other key partners, policymakers, and their staff.
- Drafts policy analyses, reports, agendas, minutes, and other written documents; create and disseminate e-newsletters, legislative action alerts, and manage social media pages on a weekly basis.
- Develop, manage, and evaluate program outcome objectives, as defined by funders.
- Network with, cultivate and maintain connections throughout the business, health, and non-profit community to build linkages, develop program, and increase participation.
- In conjunction with appropriate staff, develops and implements program criteria and procedures, and evaluates program effectiveness.
- Collaborates with funders and community partners on advocacy, race, health and gender equity-related initiatives that are consistent with the YWCA's mission.

- Represents the YWCA at appropriate community meetings, forums collaborations and coalitions that further the mission of the YWCA.
- Coordinates annual Women's Advocacy Day, Week without Violence and other events related to Advocacy, Racial Justice and Gender Equity.
- Staffs various YWCA committees and Women's Alliance of Southeastern MA.
- Keeps program statistics and other records as assigned.
- Adheres to all YWCA policies and procedures. Some evening and weekend work required.
- Performs other duties as required.

Reports to: Executive Director

### Requirements:

- Accepts responsibility for implementing the Mission of the YWCA.
- Three years' experience with, and knowledge of, already existing community programs and organizations involved in eliminating racism and empowering women.
- Strong ability to maintain relationships through professional and responsive communication.
- Skills in program development, staff supervision, and experience working with diverse populations.
- Ability to work with community groups and volunteers.
- Positive, can-do attitude and team player.
- Able to work independently.
- Dependability, accountability and flexibility are essential.
- Ability to maintain highly confidential information and deal with sensitive issues in a responsible manner.
- Strong interpersonal skills.
- Highly organized and detail oriented.
- Experience with group facilitation process.
- Driver's License, reliable access to a vehicle, and willingness to travel to Boston and across Southeastern MA.
- Demonstrated respect and sensitivity for cultural differences.
- Ability to resolve conflicts in group situations.
- Demonstrated public speaking, training, and organizational skills required.
- Ability to keep confidential information and material confidential.

Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

**Qualifications:** Bachelor's Degree required or any combination of education and experience.



**Position Status:** Exempt: Full- Time; 40 hours a week

The YWCA Southeastern Massachusetts offers benefits including 50% health insurance reimbursement for individuals, AFLAC supplemental insurance; earned vacation, sick time and holidays; and an excellent retirement plan.

**Salary Range:** \$50,000- \$60,000

Please send resume and cover letter by August 31<sup>st</sup> to Gail Fortes at [gfortes@ywcasema.org](mailto:gfortes@ywcasema.org). For questions, please contact Gail Fortes at 508-999-3255.

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

YWCA Southeastern Massachusetts values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. YWCA Southeastern MA is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

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