



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

METROWEST YMCA

April 2023

Associate Executive Director – Education

Come join a thriving, growing YMCA! We are looking for our next leader in Early Learning and Out-of-School Time programs at the MetroWest YMCA. This position will provide daily direct support and supervision to the OST Director who manages licensed before and after school and summer camp programs and the Director of Early Learning who manages our licensed Center at the Framingham Branch. The primary focus is working with the program team to hire, develop and retain great staff to ensure programs and services are of the highest possible quality so that participants in Y programs achieve their goals, build new relationships and develop a real sense of belonging. This position reports directly to the Executive Director of Education assisting in key administrative functions including Budget Development and Management, Annual Campaign Fundraising, Strategic Planning and Community Relationship building. Leading operations requires skills in the areas of critical thinking and decision making, innovation, team building, fiscal management and program and project management. Emotional maturity and the ability to develop others to achieve their highest potential is paramount. Candidate must have a bachelor's degree, EEC DII certification with extensive experience as the administrator of an EEC licensed and NAEYC accredited Early Learning Center. **Annual salary for this exempt position is \$70,000 - \$80,000 plus benefits!** Equal Opportunity Employer.

If this sounds like you and you're ready to impact lives and strengthen community, schedule a meet and greet, and learn more please contact Heidi Kaufman, Executive Director Education at hkaufman@metrowestymca.org.