

# **YWCA Oahu**

## **Job Title: Sr. Manager YWCA Maui Womens Business Center**

Employment Type: Full-Time

FLSA Status: Exempt

Department: Business Development

Reports To: COO

## **Job Summary**

The YWCA Maui Womens Business Center (WBC) is funded in part by a cooperative agreement with the Small Business Administration (SBA) and a community of partners under the auspices of YWCA Oahu to provide technical assistance to women entrepreneurs, nascent and established. It shall also provide training and other forms of support, such as business counseling and networking to individuals and groups, consistent with the mission and objectives of YWCA Oahu.

Location: Island of Maui

## **Essential Duties**

- The individual who serves as the Sr. Manager of the Maui Womens Business Center, under YWCA Oahu shall be responsible for the following:

### **Strategic Leadership**

Responsible for launching and sustaining the YWCA Maui WBC.

Work with the with Advisory Board to establish goals, objectives, and general policies. Strategize with the Advisory Board to design and plan the activities in accordance with the mission of YWCA Maui WBC, as well as carry out the general policies as set forth by the YWCA Oahu Board. Work within the context of the YWCA Oahu, consistent with its mission and policies. Be the public “face” of YWCA Maui WBC; bring awareness about it to the community.

### **Fiscal Management**

Fulfill all SBA and other reporting requirements for grants received.

Ensure that SBA in-kind and matching fund requirements for the SBA Women’s Business Center program are met.

Supervise the preparation of grant applications or sponsorship proposals beyond the SBA.

Prepare and monitor YWCA Maui WBC budget throughout the year.

### **Operations**

Provide quality programs for clients of the YWCA Maui WBC.

Ensure that programs and operations are compliant with the SBA Women’s Business Center program, which is the primary funding source for the start-up period.

Hire, contract, and manage personnel, including staff, consultants, and volunteers. Conduct performance reviews of all personnel.

Plan, coordinate, and supervise all aspects of program development, working closely with

appropriate staff and partners. Manage the overall aspects of program implementation. Oversee programming, much of which will occur in the evenings and weekends.  
Establish systems for tracking program data related to client participation, program activities and other outcomes/indicators of success.

#### Collaboration

Establish partnerships with other training providers to create economies of scale and reach wider potential audiences.  
Deliberate outreach and inclusion of underrepresented communities and women who are underserved.

#### Marketing

Establish working relationships with other SBA centers, other community organizations, government agencies, funders, sponsors, community participants, and appropriate staff.  
Develop, manage, and maintain relationships with media and use them to communicate the message of YWCA Maui WBC.  
Inform target population about programs and recruit participants.  
Plan and execute all special events and outreach events/activities to establish the name and mission of YWCA Maui WBC.  
Advocate for women's entrepreneurship and support for local business development.

#### Qualifications

Candidates must possess strong analytical, interpersonal, and communication (oral and written) skills.  
Must be self-directed and require limited oversight in performance of duties.  
Ability to manage multiple projects under aggressive timelines and expectations.  
Capable of thinking outside of the box and having the flexibility to deal with change and accommodate as necessary.  
Skilled in project development and implementation, with experience in successfully managing complex projects that involve multiple participants to achieve results.  
Strong networking skills and the ability to work with a variety of partners, including governmental, nonprofit, educational, faith-based, and corporate agencies.  
Experience in working with and managing An Advisory Board.  
Ability to travel, as needed.  
Ability to work evenings and weekends to meet the needs of target market.  
Experience with the YWCA Oahu's programs is preferred, but not required.

## **Supervisory Responsibilities**

Directly supervises 1 Program Coordinator

## **Education**

## Education and Experience

Minimum five years' experience in business planning, management, financing, and marketing.

Leadership experience is preferred.

Technical capability with proficiency in word processing, spreadsheet, presentation, Zoom, Microsoft applications and Internet tools.

Experience in working directly with low-income populations is preferred.

Familiarity with diverse populations of Hawaii is required.

Bachelor's degree in business or another relevant field is required. Master's degree is preferred.

## Work Environment

Work performed in an air-conditioned office.

Able to travel as needed and work independently offsite at events and customer locations.

Able to work evenings and weekends to meet the needs of clients.

Equipment use: Telephone, computer, photocopier, calculator.

Attention to detail essential for data entry and administrative tasks. Ability to function well in a fast-paced work environment.

Physical Demands: Prolonged periods of sitting and using the computer. Lifting printed materials and re-arranging furniture occasionally for training and events --assistance from co-workers is always available.

This job description is not intended to be all inclusive. It is understood that the employee will also perform other reasonable related business duties. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.