



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CHIEF OPERATING OFFICER JOB DESCRIPTION

YMCA ALLIANCE OF NORTHERN NEW ENGLAND

Job Title: Chief Operating Officer
Date Revised: August 2025
Reports to: Chief Executive Officer

FLSA Status: Exempt
Leadership Level: Organizational
Salary: \$80,000-\$97,000

POSITION SUMMARY:

The Chief Operating Officer is responsible for providing strategic oversight of the Alliance's public policy priorities, fund development, general operations, and service delivery to ensure organizational sustainability and to support statewide and/or regional collaborations of the YMCAs in Maine, New Hampshire, and Vermont. The principal objectives are as follows:

- Strengthen local, state, and federal advocacy efforts by cultivating relationships with government and community partners to advance the YMCA's mission. Build and enhance collaboration among YMCAs in each state, with a focus on strategic community impact initiatives.
- Oversee a fund development strategy to support statewide and regional initiatives and ensure operational sustainability. Support the CEO in delivering on service delivery contract obligations with YMCA of the USA.
- Manage Alliance operations, including budgeting and financial reporting, contract administration, and employee benefits, in partnership with the CEO.

ABOUT THE ALLIANCE:

There are 25 YMCA Associations with programs and services in more than 100 locations across Maine, New Hampshire and Vermont. Together, the Northern New England Ys serve more than 200,000 people each year. At Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive. The Alliance's mission is to support collaboration amongst the states' Ys and community partners to increase our impact and advocate for positive change in our communities.

ESSENTIAL FUNCTIONS:

ADVOCACY & PUBLIC POLICY

1. Coordinate statewide public policy strategies in Maine, New Hampshire and Vermont in partnership with the CEO, Public Policy Committees, local Y staff and volunteers, and contract lobbyists to advance the Alliance's mission and policy priorities.
2. Collaborate with external partners, coalitions and government officials, when appropriate, to advance YMCA interests.
3. Support Ys in building and advancing local policy priority plans and best practices, strengthening relationships with local government officials, and with local advocacy issues, including writing testimony and attending hearings, as appropriate.
4. Coordinate the State Advocacy Day events in each state, and participate in YMCA National Advocacy Day, as appropriate, in partnership with the CEO.

5. Liaise with YMCA of the USA's Government Relations team and participate in national advocacy initiatives, as appropriate.
6. Oversee hiring and evaluation of contract lobbyists to ensure contract deliverables are met.
7. Lead the creation of a statewide Community Benefit Report for each state, and regularly update each report as needed.

FUND DEVELOPMENT

8. Oversee the Alliance's fund development strategy to support statewide and/or regional initiatives and ensure operational sustainability.
9. Ensure grant deliverables and reports are completed on time and as agreed upon. This includes data collection, reporting, budgeting, and invoicing with local YMCAs and funders, utilizing the Alliance's grants management software, Submittable.
10. Support local YMCAs in their fund development efforts by coordinating training, resources, and technical assistance, as requested.

OPERATIONS

11. Ensure Alliance activities align with and advance the Alliance's Strategic Plan, in partnership with the Board of Directors and the CEO.
12. Manage Alliance operations, including budgeting and monthly financials, contracts, and employee benefits, in partnership with the CEO.
13. Develop and execute strategic communications that align with the Alliance's mission, enhancing brand awareness and stakeholder engagement across all digital channels.
14. Spearhead the creation of all marketing materials, press releases, annual reports, and social media content.
15. Manage logistics for regional and/or events, meetings, and initiatives that support the Alliance's strategic goals.
16. Build positive, effective working relationships with the Alliance's Boards of Directors, the Maine, New Hampshire, and Vermont YMCA staff, other Alliances and members of the Service Delivery system, and YMCA of the USA staff.

SERVICE DELIVERY

17. Build organizational capacity of YMCAs in our region through training, technical assistance, and the delivery and oversight of direct services, in partnership with the CEO.

KNOWLEDGE, SKILLS & ABILITIES (QUALIFICATIONS):

- Bachelor's degree required.
- YMCA experience preferred but not required.
- Strong interpersonal, verbal/written communication and presentation skills.
- Self-directed and ability to work independently, as well as within a team.
- Detail oriented and demonstrated ability to follow tasks through to completion.
- Demonstrated ability to multi-task and manage projects with superior technical and project management skills, achieving desired results in a cost-efficient manner.
- Ability to perform under pressure and meet deadlines.
- Ability to influence others to achieve objectives.
- Knowledge of program development and implementation.
- Strong initiative and strategic thinking competencies.
- Superior public speaking ability.
- Group facilitation experience and skills.
- Ability to adapt to changing environment and circumstances.
- Strong computer skills, particularly in Microsoft Office 365.

- Valid driver's license, and willingness to travel throughout Maine, New Hampshire, and Vermont to attend meetings and conferences.
- Willingness to travel to out-of-state meetings and conferences as needed.
- Commitment to the YMCA character development values of caring, honesty, respect and responsibility.

Physical Demands:

1. Ability to lift up to 20 pounds.
2. Ability to work at a computer for extended periods of time.

Travel:

This position requires regular travel throughout the states of Maine, New Hampshire and Vermont, as well as some national travel (3-4 times per year).

Location:

Alliance staff work remotely. This position must reside in or be willing to relocate to either Maine, New Hampshire, or Vermont.

Salary & Benefits:

This position is full-time exempt and ranges between \$80,000-\$97,000, depending on experience and credentials. The Alliance provides a generous benefits package, including health, vision, and dental insurance; paid time off; and 12% retirement savings benefit, once eligibility requirements are met.

Target Dates:

- **Applications due by 5:00 PM on September 19, 2025.**
- Interviews will be conducted on Zoom on September 29-30, 2025.
- Reference checks will be conducted on October 1-3, 2025.
- Approximate start date is November 3, 2025.

How to Apply:

Please send a resume and cover letter to Rebecca Stanfield McCown at rebecca@nneymcas.org with the subject line, "Chief Operating Officer Application."