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VACANCY ANNOUNCEMENT

Southwest Alliance – Management Services Organization

Position: Management Services Organization – Independent Contractor (**Remote Position**)

Address: 316 N. Tejon Street
Colorado Springs, CO 80903

***The Southwest Alliance is an equal opportunity employer
committed to valuing diversity and practicing inclusion.***

Position Description and Southwest Alliance Executive Committee Deliverables:

- Leads day-to-day oversight and support for the development and framework of the MSO. Identifies milestones, communicates key events, and monitors milestone deadlines to insure delivery of MSO is on time and below or on budget. Adjusts and communicates timeline changes and budgets semi-monthly. This includes but not limited to a single system for various components of the MSO and integration into identified systems.
- Partners directly with the Southwest Alliance, Y-USA and consultant firm to ensure consistency with framework and project schedules.
- Proposes, prepares and revises, as necessary, all related policies and procedures – related to the framework of the MSO in partnership with Core Leaders.
- Assists in establishing roles and prepares written job descriptions for all MSO positions, approved through the MSO Board.
- Assures compliance with all local, state and federal laws regarding the MSO including but not limited to employment practices, insurance, etc.
- May sign, on behalf of the management services organization, agreements and contracts which have been approved through the Executive Committee of the Alliance and MSO board.
- Prepares an annual operating budget (revenue and expense) for review and approval by the MSO Board. Maintains, manages, and reports to the MSO Board semi-monthly, on the financial condition of the MSO project budget. Provides insights and financial recommendations for any discrepancies.
- Assists in the analysis, identification and evaluation of potential customers for the MSO organization – recruitment of Y's.
- Provides client services directly in areas of personal expertise, including but not limited to any of the following:
 - Human Resources
 - Payroll/Finance
 - Business Transactions
 - Facility/Contracts
 - Information Technology
 - Safety and Risk

Contract Salary: 6 continuous months - \$75,000, with an additional renewable 6-month option. One year - \$150,000. This is an independent contract employee and a 1099 will be issued at conclusion.

Minimum Criteria for candidates:

1. Bachelor's degree in non-profit management, business or related field required; master's degree preferred.
2. At least ten years demonstrated experience in leadership of people and management of process in progressively more responsible positions; minimum five years as executive administrator of a shared service or MSO environment where resource efficiencies were maximized while risk was avoided and costs were controlled.
3. Demonstrated experience in project management, systems and process integration, including the sub-contracting of work through third-parties, selection and assignment of work through internal talent, budgeting, and financial analysis.
4. Excellent interpersonal skills, written and verbal communication command, financial acumen, time management skills, integrity, and the ability to influence and collaborate.

Southwest Alliance Facts:

- The Alliance is comprised of 13 YMCA's in Colorado, Utah, Arizona, Nevada, New Mexico and one Y in Texas. The Southwest Alliance encompasses an expansive scope, including independent Ys, resort/camping Ys and programmatic based Ys.
- The Alliance is governed and this contractor reports to the Executive Committee of the Southwest Alliance.

Target Dates for the search process:

Resumes accepted through: **September 30, 2020**
Preliminary interviews scheduled: **October 12, 2020**
Final interviews: **October 19, 2020**
Contractor selection made: **October 20, 2020**
Contractor on board (anticipated): **ASAP**

To Apply:

Submit the following - A resume and cover letter, along with references. Note: References will be checked on final candidates.

Send To:

Stephanie Dixon
Southwest Alliance Executive Director
Sdixon@ppymca.org

Questions regarding this position should be directed to:

David Martorano
VP-Thriving Ys, YMCA of the USA
David.martorano@ymca.net
312.419.2839