



No Recruiters/Agencies and No phone calls

Site Manager, Economic Advancement

WINGS is a non-profit agency that supports women in realizing their fullest potential and a path to a better life. Formerly known as the YWCA of Metropolitan Dallas, WINGS served nearly 2,000 individuals in Dallas County last year. If you want to make a lasting impact in the lives of women and children in Dallas County, work with a team of passionate professionals in an evolving organization - WINGS is a place for you.

The **Site Manager** is responsible for the operational success of Economic Advancement activities co-located at partner sites. This position ensures seamless team management and development to produce exceptional program delivery, quality control and evaluation. This position manages the customer (client) experience and must ensure a positive experience for all visitors. **Evening weekend hours are required for this position. Fluency in Spanish is desired. The salary for this position is \$65k-\$70k.**

PRIMARY RESPONSIBILITIES:

- Maintains a high level of industry standards and practices, completes required training to manage service operations.
- Hire and develop a high performing team who are accountable to achieving established metrics to achieve
- Create and support an inclusive culture aligned with core values. Develop a team-based environment to motivate and inspire staff to work collaboratively toward vision and goals.
- Meet established targets and KPIs.
- Use data platforms to evaluate and report on targets.
- Assist with marketing for client recruitment.
- Establish and maintain effective, collaborative relationship with co-location partner, e
- Establish internal and external referral systems.

ESSENTIAL QUALITIES & QUALIFICATIONS:

- Minimum 5 years leadership experience in a nonprofit, government, or philanthropy
- Bachelor's degree required; advanced degree preferred.
- Demonstrated success with program development and outcome management.
- Non-profit experience: demonstrated ability to work with diverse communities.
- Working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising
- Experience overseeing multiple programs or contracts.
- Ability to manage team including professional development and mentorship.
- Demonstrated commitment to the values of diversity, inclusiveness and empowerment, passion for WINGS mission.
- Must be able to work flexible schedule, including some nights and weekends.
- Must have reliable transportation for local travel; out of state travel may be required.

WINGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WINGS is an Equal Opportunity Employer.