

YMCA BLUE RIDGE ASSEMBLY

Job Title: **Vice President, Administration**

Reports to: President/CEO

Leadership Level: Organizational Leader

Status: Exempt

Revision Date: 5.4.2026

POSITION SUMMARY

The Vice President of Administration at YMCA Blue Ridge Assembly is a critical, mission-aligned executive responsible for both strategic foresight and the seamless execution of daily financial operations, from payroll to board reporting. This role requires agility, transparency, strong analytical capabilities, and the ability to leverage technology for maximum mission impact. Success in this position depends on translating complex financial data into clear, actionable insights that drive decision-making across all levels of the organization.

Under the direction of the President/CEO the VP of Administration provides strategic and operational leadership for the financial management functions, including accounting, financial reporting, payroll, procurement and internal controls to ensure compliance, sustainability and transparency. This role serves as a key advisor to senior leadership on financial, tax and business planning matters and ensures the integrity, accuracy and compliance of all financial operations and provides supervisory leadership to both guest services and recruiting departments for the organization. This leader also provides the essential data and analysis required by the Board of Directors to make informed decisions that advance the organization's mission.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Business required.
- Experience with Federal Grants and Single Audit requirements preferred.
- A minimum of 10 - 15 years of progressive financial experience, with at least 5 years in a senior leadership role within the non-profit sector, specifically managing fund accounting.
- Exceptional communication skills with demonstrated ability to present complex financial information clearly and persuasively to both financial and non-financial audiences.
- Strong analytical abilities with proven capacity to identify trends, patterns, and meaningful insights from financial and operational data
- Adept at working independently or collaborating within a supportive, fast-paced team environment.
- Demonstrated ability to manage multiple simultaneous deadlines while maintaining steadfast attention to detail is required.
- Demonstrated commitment to building community and fostering meaningful relationships through mission-driven work and cross-department collaboration.

PRINCIPAL RESPONSIBILITIES:

Leadership and Collaboration:

- Develop and implement financial strategies, moving from static annual budgets to dynamic rolling forecasts
- Serve as the primary liaison to the Board of Directors' Finance and Audit Committee, presenting clear, concise, and insightful financial reports and analysis.
- Proven supervisory experience leading direct, indirect and cross-functional teams resulting in a high performing organization.
- Work collaboratively with the leadership team and department directors, setting clear financial objectives and monitoring progress to ensure goals and deadlines are met.
- Give direct leadership to guest services and recruiting.
- Provide strategic recommendations to the executive team based on financial analysis and projections, ensuring alignment between financial decisions and organizational mission.
- Translate complex financial data into accessible insights. Synthesize financial information and operational metrics into clear, actionable narratives that enable leadership and the Board to understand performance trends, identify opportunities, and address challenges proactively.

Administrative and Operational Management:

- Payroll Administration: Oversee the efficient and accurate processing of bi-weekly payroll for all staff, ensuring compliance with all federal, state, and local wage and hour laws, Manage benefit deductions and YMCA Retirement contributions. Ensure timely reconciliation.
- Account Payable (AP): Manage the full AP cycle, implementing automated systems to ensure timely vendor payments, accurate coding of expenses to appropriate departments and programs. Robust expense control.
- Develop, implement and enforce corporate administrative policies and procedures.
- Coordinate with HR and legal teams on compliance, recordkeeping and regulatory requirements.
- Establish business continuity and risk management protocols for administrative operations.
- Evaluate internal workflows to improve efficiency and cost-effectiveness.
- Collaborate with executive leadership on resource planning.
- Maintain organizational alignment with federal, state and local operational laws.

Financial Reporting:

- Financial Reporting: Prepare all internal and external financial statements, including Balance Sheets, P&L Statements, and Statements of Functional Expenses, ensuring strict adherence to GAAP and nonprofit accounting standards.
- Grant & Fund Accounting: Oversee meticulous tracking and reporting of restricted vs. unrestricted funds, ensuring all expenditures are compliant with donor requirements and fully auditable.
- Audit & Tax: Lead the annual independent audit process and the preparation of tax filings (Form 990), servicing as the main point of contact for external auditors.
- YMCA of the USA: Complete all sections of the YMCA of the USA annual report within the time limits set forth ensuring that the organization remains a member in 'good standing'.
- Business analysis and insight generation: Apply strong analytical skills to identify patterns, trends, and anomalies in financial and operational data. Develop reports that go beyond numbers to tell the story of organizational performance, connecting financial results to mission impact and strategic priorities.
- Effective communication of findings: Present financial information in formats tailored to different audiences—from detailed variance analysis for department heads to high-level dashboards for the Board—ensuring stakeholders at all levels can make informed decisions based on clear, relevant insights.

Insurance Risk and Management:

- Manage integrated financial and payroll software systems to increase efficiency and data accuracy.
- Develop and monitor internal controls and financial policies to mitigate risk and safeguard organizational assets.
- Renew and bind annual insurance policies to include workers' compensation, property, vehicle, cyber, D&O, comprehensive and liability.

KEY PERFORMANCE INDICATORS:

- Clean Audit Opinion: Achieved annually with no material weaknesses.
- Payroll/AP Accuracy: Near 100% accuracy and timeliness in processing.
- Operating Reserve Ratio: Ensuring adequate liquid reserves are maintained.
- Program Expense Ratio: Maximizing the percentage of funds spent directly on mission delivery.

ORGANIZATIONAL PROFILE

YMCA Blue Ridge Assembly is a year-round leadership training and conference/retreat center located just outside of Asheville, North Carolina in Black Mountain. For over a century, YMCA Blue Ridge has welcomed YMCAs and other non-profit groups to come together to build relationships, learn, discover the beauty of nature, enjoy healthy outdoor activities, and grow spiritually and mentally. In serving our groups and guests, the Assembly adheres to both the values of the YMCA and principles on which it was founded – respect all, work diligently, provide for others' needs and serve with integrity and kindness.

After over 30 years of successful fiscal operations, the Assembly was impacted by Hurricane Helene in September 2024, closing campus operations for nine months. Work began immediately to stabilize the 1,200-acre mountain campus, and work began to protect the historic buildings. During this time, Assembly staff and volunteers worked tirelessly to raise funds to support the recovery efforts resulting in \$8.6 Million raised. YMCA Blue Ridge Assembly reopened with a limited capacity in June 2025.

Prior to the Hurricane, the Assembly was thriving with an operating budget of \$5.4 million in 2023, which includes significant support from its annual campaign and endowment earnings. The Assembly staff was comprised of 45 full-time, 65 part-time and 165 seasonal staff.

SALARY

Commensurate with experience. Benefits include retirement contribution (12% paid by the YMCA), vacation plan, health plan, and other benefits per personnel policy included.

2025 Financials:

Operating: \$2 Million

Annual Giving: \$350,000

Hurricane Recovery: \$4.1 Million

Current Endowment: \$6.2 Million

Current Debt: \$4.148 Million (Bridge + Capital loan), \$136,000 (SBA loan from pandemic)

2026 Financials:

Operating Budget: \$6.3 Million

Annual Giving Goal: \$500,000+

Hurricane Recovery Goal: \$3 Million

Reimagine Capital Goal: \$3 Million

Current Endowment: \$6.7 Million

Year-End Debt Forecast: \$6.5 Million (Bridge + Capital loan), \$125,000 (SBA loan from pandemic)