



EXECUTIVE DIRECTOR POSITION DESCRIPTION United Way of Williams County, Ohio

Job Summary:

The position of the Executive Director is to provide leadership and overall management in carrying out the purpose and policies of the organization as established by the Board of Directors. Effective service to the community is measured by strong relationship and volunteer management, strong resource development, community impact strategies management, and sound operations. The Executive Director adheres to the utmost level of ethical standards of the United Way of Williams County and does everything to build the reputation of the brand.

Essential Competencies and Processes:

1. Provide Community & Organizational Leadership: measurements include visionary/strategic thinking, problem solving & decision making, team leadership, and talent development/management.
2. Develop Impact Strategies, Resources & Build Relationships: measurements include influence & impact, coalition building, development & investment of resources, volunteer & investor relationship management, political awareness.
3. Demonstrate Business Acumen: measurements include strategic & operational planning, financial management, United Way brand management, HR management, technology management.
4. Model Exemplary Values & Personal Attributes: measurements include achievement orientation, integrity, flexibility, continuous learning & self-mastery, inclusiveness.

Essential Duties:

Oversight of Organizational Work Plans:

Board Strategic Plan:

- Maintain organizational structure
- Assist in developing and ensuring adherence to policies & procedures established by the Board.

Annual Campaign plan:

- Monitor every aspect of the campaign from recruitment to solicitation to keep Campaign on target
- Oversee formation of Campaign strategy & timetable that includes analysis of giving, profiles on key accounts, and community economic profile.
- Monitor trends & historical giving data, and problem solve issue areas.

Community Impact/Investment Plan

- Engage in community assessments to identify specific issues to address.
- Monitor the mobilization of community resources and activities.
- Build and participate in appropriate boards, task forces, coalitions, committees.

Brand/Marketing Plan:

- Develop marketing plan with United Way staff and volunteers to include promotion, education and awareness of the United Way and its supported programs in the community.

Relationship Management:

Volunteer Governance:

- Oversee recruiting, training and maintenance of volunteer structure.
- Work with the Board of Directors and Board Committees.
- Provide direction for policies and programs to keep United Way viable & responsive to changing needs.

Staff Oversight:

- Provide direction for personnel function.
- Lead and oversee training and assistance of staff as needed.
- Hire and onboard new employee(s)
- Manage performance, monitoring job responsibilities and evaluating performance.

Community Partnerships:

- Build effective relationships with community organizations & leaders.
- Establish & maintain positive relationships among United Way network.

Oversight of Financial Management & Organizational Compliance:

- Prepare annual budget in coordination with Finance Committee.
- Control expenditures to remain within approved budget.
- Oversee & follow fiscal procedures/investment policies established by Board.
- Oversee monthly financial reports and internal accounting controls and serve as point person for internal and external audits.
- Oversee Campaign auditing along with Finance Committee and/or Board of Directors
- Oversee annual audit and ensure appropriate IRS documentation is filed timely and accurately as well as preparation and submission of other required reporting.
- Maintain membership requirements with United Way Worldwide and Ohio Association of United Ways.

Requirements:

- ✓ Demonstrated experience in a leadership role, preferably 3-5 years in marketing or experience working in executive director environment.
- ✓ Proven successful experience managing staff and/or volunteers.
- ✓ Prior management of a nonprofit budget is preferred.
- ✓ Bachelor's Degree is preferred or equivalent experiences in a related field.
- ✓ Excellent communication, interpersonal, collaborative and relationship building skills are a must.
- ✓ Valid driver's license with proof of insurance and must have reliable transportation.
- ✓ Technology savvy, including use of social media and computer programs.

Physical Demands:

The physical demands described here are representative of those that must be met in order to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Functions include, but are not limited to, the ability to talk and communicate efficiently to exchange accurate information, move about in and out of the office and drive to various indoor and outdoor locations as well as be able to remain in a stationary position for extended periods of time. Must be able to physically lift and/or move and/or push or pull up to 25 lbs. on an occasional basis.

If you are an interested candidate, please email your resume and cover letter to: unitedway.wc.hr@gmail.com by FRIDAY JULY 14th, 2017.