

Executive Director

**ORGANIZATION OVERVIEW**

The Executive Director is responsible for the successful leadership and management of the organization according to the strategic direction set by the Board of Directors.

Reports to:  Board of Directors

**KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

*Leadership*

* Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
* Complete and fully meet the United Way Worldwide Standards and confirm with the proper documentation.
* Know, understand and be responsible for advancing the mission and vision of the UWFRWC, assuring all programs and services are focused on the mission.
* Foster effective team work between the Board and the Executive Director and between the Executive Director and staff.

*Operational and Programming Planning*

* Oversee the day-to-day operations of the organization.
* Manage the planning, implementation, execution and evaluation of special projects and events.
* Provide support to the board by preparing meeting agenda and supporting materials.
* Maintain current information regarding the needs of clients and the community within the service region
* Collaborate with other providers to facilitate a network of services.
* Implement policies established by the Board in the administration of the organization.

*Human Resources*

* Responsible for the recruitment, selection and retention of UWFRWC staff.
* Supervise and direct staff in accordance with organization’s policies and applicable laws.
* Ensure that all staff receives orientation to the organization and that appropriate training is provided.
* Prepare and discuss annual performance evaluations with all direct reports.  Review annual performance evaluations for all staff.
* Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations.

*Financial Management*

* Supervise the daily financial operations of the organization.
* Direct the financial operations of the organization including the processing of donations and pledges, budgets and investment strategy.
* Work with accountants for reporting of accounts receivable, accounts payable, financial reports, budgets and investment strategy.
* Ensure adherence to the organization’s budget and monitor fiscal expenditures.
* Manage the preparation of financial and fundraising reports for Board and committee meetings.
* Manage all funding decisions for UWHC programs.
* Oversee the organization’s annual audit process.
* Maintains insurance and bonding as needed for directors, staff and agency operations.
* Ensure that all Federal and State tax requirements are met.

*Fundraising and Annual Campaign*

* Create, maintain and support appropriate training programs, materials and systems for campaign volunteers and Board Members.
* Develop and enhance positive relationships and communication both written and verbal with existing and potential donors.
* Implement appropriate recognition practices for individual and group donors including acknowledgment of gifts.
* Speaks at employee, community, and organizational meetings when permitted.
* Plan, organize, implement and evaluate a United Way resource development program.
* Manage a system for efficient collecting, processing and tracking of donations and pledges.

*Board, Agency and Community Relations*

* Develop, implement and maintain an agency/program funding application, evaluation criteria and fund distribution process.
* Design allocation letters and ensure that distributions are made timely.
* Collaborate with agencies and be a liaison for agencies with the UWHC.
* Provide opportunities for agency meetings and professional development trainings and assistance to agencies in preparing materials for fund distribution process, when necessary.
* Foster and enhance positive relationships and communications with existing and potential board members and volunteers.
* Enhance public understanding and support of the United Way through a coordinated, year-round communications program.
* Provide oversight and guidance on all publicity including printed materials, video, press releases, website and other social media.
* Develop and implement a plan for training and orientation of new Board members.
* Maintain social media and increase presence of community information on pages.

**EDUCATION RECOMMENDATIONS**

* Bachelor’s degree or equivalent.
* 3-5 years of non-profit experience in a leadership role.

**UNITED WAY CORE COMPETENCIES FOR ALL STAFF**  
●    Mission-Focused: Catalyze others’ commitment to mission to create real social change that leads to better lives and healthier communities.  This drives their performance and professional motivations.  
●    Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.  
●    Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.  
●    Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.  
●    Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.