

SHELBY COUNTY UNITED WAY JOB DESCRIPTION



POSITION TITLE: President and C.E.O.

REPORTS TO: Board of Trustees

FLSA: Exempt

POSITION OBJECTIVE: The President and C.E.O. serves as chief professional officer of the Organization and administers, coordinates, and directs the organization's policies and plan of work as established by the Board of Trustees. The President and C.E.O. works across private, public, and corporate sectors to improve the conditions in the community. In addition, the President and C.E.O. provides leadership to volunteers and staff in carrying out the policies of the organization; suggests new policies and programs as indicated for consideration by the Board; ensures the organization's objectives are effectively pursued; and provides professional expertise and consultation to the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES:

BOARD OF TRUSTEES

- Ensures that Board policies, procedures and decisions are implemented.
- Advises Board of need for new policies, procedures and programs to keep organization viable and responsive to changing needs
- Informs Board of current status of all phases of operation
- Informs Board of latest developments affecting Shelby County United Way in other United Ways or government actions

PROGRAM PLANNING & FUND DISTRIBUTION

- Assists Board/Volunteers in developing and implementing appropriate plans for the distribution of funds available
- Keeps abreast of current and new developments in this area and informs Board of needed programs/services
- Advises/recommends to Board the policies/procedures necessary to ensure the fiscal/program accountability of United Way and member agencies
- Advises/informs member agencies of United Way policies/procedures concerning fiscal/program accountability. Monitors agency compliance with same
- Implements United Way policies/procedures concerning programs, planning and fund distribution.
- Assists in attracting the highest level of volunteer leadership to this function

FUND RAISING

- Will drive key results in resource development
- Identify, cultivate, and solicit prospective new corporate partners and leverage personal and professional contacts into fundraising opportunities
- Assists Campaign Chairperson in organizing, supervising and conducting an Annual Campaign to raise the funds needed to accomplish the goals/objectives of the organization
- Assures that a master campaign plan exists to ensure continuity of campaign practices.
- Assists Campaign Chairperson in attracting/recruiting the highest level of community leadership to the campaign drive
- Provides/arranges training and support services for campaign volunteers

COMMUNITY/AGENCY RELATIONS

- Maintain on-going communications with community organizations
- Develops new and innovative approaches in ways to communicate United Way goals/objectives to the public
- Develops and maintains positive working relationships with other community leaders (professional, business and political), other United Ways and United Way Worldwide
- Develops and maintains positive working relationships with United Way partner agencies
- Conducts/arranges needed training and/or information sessions for partner agencies

ADMINISTRATION & MANAGEMENT

- Accountable to the Board for ensuring that the business and financial affairs of the United Way are conducted in accordance with acceptable standards of business and regulatory agencies
- Responsible for recruitment, hiring, evaluating, training and development of all United Way staff.
- Advises Board concerning effective management practices and employment policies and assists them in developing sound policies and practices consistent with United Way standards.

BUILDING & EQUIPMENT MANAGEMENT

- Maintains positive relationships with landlord and tenant(s). Will advise landlord of any important issues that may need to be improved upon

MISCELLANEOUS

- Other duties as assigned by Board

QUALIFICATIONS:

- Minimum of a Bachelor's
- Substantial successful experience working in the non-profit sector (United Way experience is desirable), and interacting with volunteers and diverse boards.
- Extensive experience in the leadership and management of organizations of comparable size.
- Strong mathematical (financial) skills and reasoning ability.
- Ability to gain and command respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Demonstrated experience in developing partnerships, building teams and using conflict management to resolve.
- Must demonstrate a high level of intelligence and intellectual curiosity.
- Experience in building a successful campaign year after year whereby increasing its value.
- Must demonstrate the desire to explore new ideas and innovative approaches to solving problems to help the organization grow.
- Reside in or relocate to Shelby County
- Have a valid Driver's License and provide own transportation
- Ability to lift and carry a minimum of 20 pounds
- Ability to work additional hours and flexible hours; making presentation on 2nd and 3rd shift during campaign

EQUIPMENT:

The following are representative but not all-inclusive of the items commonly associated with performing the Community Development Director job functions: automobile, computer, printer, copier, telephone, fax machine, audio-visual equipment, pens, pencils, etc.

WORKING CONDITIONS:

The employee is required to work in the Shelby County United Way office and in varying off-site work environments as needed, including occasionally working outside. The environment is generally quiet but with frequent conversation and is subject to frequent interruptions and change.

DIVERSITY, EQUITY & EQUAL EMPLOYMENT OPPORTUNITY:

We promote diversity and inclusion for all residents in Shelby County and strive to encompass equal rights and access, including to our grants, programs and partner agency opportunities. We do not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service, or any other form of racial discrimination. We respect and value diverse life experiences and heritages ensuring that all voices are valued, heard, and served.

WHO YOU ARE:

She/he has unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgement; a fair approach to management; combined with the flexibility and courage to shift direction and experiment with new initiatives. Must possess excellent communication skills, and high energy level.

This job description is intended to convey information essential to understanding the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.