

EXECUTIVE DIRECTOR POSITION DESCRIPTION

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, 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 Huntington County and strives to build brand reputation.

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
 - Policies/Procedures: responsible for adherence to policies & procedures established by the Board.
- Annual Campaign plan:
 - Monitor every aspect of the campaign from recruitment to solicitation to keeping the Campaign on target.
 - Oversee formation of Campaign strategy & timetable that includes analysis of giving, profiles on key accounts, and community economic profile.
 - Convene and oversee the campaign cabinet.
 - Monitor trends & historical giving data, and problem solve issue areas.
 - Conduct campaign activities including business presentations, direct solicitations, special events, and coordination with campaign volunteers.
 - Manage donor database, compile, and analyze contribution reports for Campaign volunteers, and maintain confidentiality of donor information.
 - Develop effective strategies for year-round donor engagement and fundraising.
- Community Impact/Investment Plan
 - Facilitate periodic community assessment 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.
 - Oversee assistance & training of staff.
 - Hire & provide orientation for new employees.
 - Monitor job responsibilities & duties.
 - Provide supervision & evaluation of staff.
- Community Partnerships:
 - Build relationships with community organizations & leaders.
 - Establish & maintain relationships within the United Way network.

Oversight of Financial Management & Organizational Compliance:

- Prepare annual budget in tandem with Finance Committee.
- Control expenditures to remain within approved budget.
- Oversee & follow fiscal procedures/investment policies established by Board.
- Oversee monthly financial reports provided by UNIFI Solutions.
- Oversee internal accounting controls and serve as point person for UNIFI Solutions to ensure review/update of accounting system and procedures.
- Oversee annual audit and ensure appropriate IRS documentation is filed timely and accurately.
- Maintain membership requirements with United Way Worldwide and Indiana United Ways.

Requirements:

- Previously served in a leadership role, specifically in sales, resource development, marketing, or Executive Director environment (3-5 years preferred).
- Prior experience managing staff and volunteers.
- Management of a nonprofit budget preferred.
- Bachelor's Degree is required or equivalent experiences in a related field will be considered.

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 sufficiently to exchange accurate information, move about the office and out of office to various indoor and outdoor locations, and remaining in a stationary position for extended periods. Must occasionally lift and/or move up to 10lbs and push or pull up to 5lbs.