

## PRESIDENT/CEO POSITION DESCRIPTION

### **Job Summary:**

The position of the President/CEO 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 President/CEO adheres to the utmost level of ethical standards of the United Way of Huntington 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
- 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.
  - Monitor trends & historical giving data, and problem solve issue areas.
- 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.
- Policies/Procedures: responsible for adherence to policies & procedures established by the Board.

#### 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 Nonprofit & Accounting Service (NPAS).
- Oversee internal accounting controls and serve as point person for NPAS to ensure review/update of accounting system and procedures.
- Oversee Campaign auditing along with Donor Development Coordinator and NPAS.
- Oversee annual audit and ensure appropriate IRS documentation is filed timely and accurately.
- Maintain membership requirements with United Way Worldwide and Indiana Association of United Ways.

**Requirements:**

- Previously served in a leadership role, specifically in marketing or a President/CEO, 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.