



Job Description President/CEO

Responsible to: Board of Directors

Purpose of Position

The President/CEO builds and leverages relationships and networks across private, public and corporate sectors to strengthen our communities and is responsible for the overall operation and management of the United Way organization as its chief executive Officer. This includes: 1) community and organizational leadership; 2) implementation of impact strategies, resources and relationships; 3) financial, brand, human resource and operational management; and 4) modeling of exemplary values and personal attributes. The CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization.

United Way Professional Core Competencies: Mission Focused, Relationship-oriented, Collaborator, Results-driven, Brand Steward.

Duties and Responsibilities

The major responsibilities of this position include but are not limited to:

- **Strategic:**
 - Serves as principal professional resource to the Board of Directors and volunteer leadership.
 - Works with the Board of Directors to develop strategies and policies that are consistent with and will further the organization's mission.
- **Resource Development:**
 - Is responsible for overall resource development with emphasis on campaign growth.
 - Drives key results in fundraising; identifies, cultivates, and solicits prospective donors and key leaders of prospective new corporate partners. Maintains and fosters relationships with current individual donors and corporate supporters.
 - Leverages personal and professional relationships into fundraising opportunities.
- **Community Impact:**
 - Establishes and builds relationships with community leaders, including those representing the highest levels of the business, government, and nonprofit sectors.
 - Assures that United Way distributes funds according to Board policy and in ways that best meet current and developing needs while encouraging efficient service delivery.
- **Organization Management**
 - Supports United Way programs and services through personal leadership, assignment of staff resources, and encouragement of volunteer performance. Is responsible for staff performance reviews, compensation and benefits and staff assignments.

- Oversees development of a United Way budget to ensure accountability of all United Way funds for the operational and fiscal integrity of the organization within policies set by the Board of Directors.
- Works with the Board of Directors, Finance Committee and Finance Director to manage organizational spending, monitor budget compliance, and mitigate financial risks.
- Leads a high-performing team, ensuring alignment and collaboration to achieve organizational goals. Ensures that United Way's goals of inclusiveness and diversity among staff and volunteers are met.
- **Communications**
 - Serves as spokesperson for the organization on relevant issues and promotes United Way as a leader in community problem-solving and volunteer management and recruiting.
 - Enhances public understanding and support of United Way and human service needs through coordinated communications programs. Develops a positive working relationship with all local media.
 - Creates and upholds presence on 4 social media platforms, monthly newsletter and website.
- Additional duties as assigned by Board of Directors

Preferred Qualifications

- Bachelor's degree or equivalent experience.
- A minimum of five years of successful and progressive experience in a professional capacity, preferably within the United Way system or nonprofit arena.
- Demonstrated success in generating revenue such as securing major gifts, fundraising, and increasing philanthropic support.
- Exceptional interpersonal skills in dealing with volunteers, donors, agency personnel and United Way staff.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Ability to sit and/or stand for extended periods of time. Intermittent physical activity including bending, reaching and prolonged periods of sitting.
- Ability to lift light objects, usually no more than 8 lbs. in weight.
- Ability to utilize close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to move about and communicate effectively with a diverse membership and employee group.
- Ability to accomplish the described responsibilities through the use of computers and technology.

- Ability to work in a changing, challenging and fast paced environment with varying stress levels.
- Ability to travel to other locations within the geographical area. Occasional business travel elsewhere may be required.

Equity

United Way Blackhawk Region is an equal opportunity employer, we value and celebrate diversity. All applicants will be considered for employment regardless of race, religion, color, national origin, gender identity and expression, age, disability, veteran-status, familial, marital, or socio-economic status. To view our Diversity, Inclusivity and Equity webpage, [click here](#).