

JOB OVERVIEW

JOB TITLE	Executive Director
DATE LISTED	1/2021
COMPENSATION	Salaried Position Health Insurance & Retirement Plans Available Paid Leave
POSITION SUMMARY	The Executive Director is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The Executive Director is the Chief Mobilizer; s/he leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions in the community. The Executive Director possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The Executive Director is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The Executive Director is the steward of brand and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values network and strives to leverage United Way’s breadth of community presence, relationships, and strategy.
ORGANIZATIONAL SUMMARY	Jackson County United Way is changing the way our county works to fix complex social problems. We assess needs, secure resources and strategically invest those resources to create measurable, lasting change in the areas of education, health and financial stability. JCUW’s workplace is fast-paced, friendly, adaptive and grounded in our core values: compassion, approachable, trustworthy, innovative, results oriented, engaging, and dynamic. We offer competitive compensation including a benefits package, paid time off, and flexible schedules. People with diverse backgrounds are encouraged to apply. Join us in changing our corner of the world to give everyone in our community the opportunity to live their best life.
REPORTS TO	Jackson County United Way Board of Directors

POSITION DETAILS

	FULL-TIME	40 HRS PER WEEK	EXEMPT
ESSENTIAL DUTIES & RESPONSIBILITIES	30%- COMMUNITY IMPACT: Responsible for the overall impact of Jackson County United Way on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The Executive Director works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.		
	15%- STRATEGIC MANAGEMENT: Serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and Jackson County United Way team to craft organizational goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment. Develops orientation training, program, and materials for Board members and volunteers.		
	15%- FUNDRAISING: Charged to drive key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to promote a culture of fundraising in the organization, both at the staff and board level. Oversee the development and implementation of year-round resource development strategies, including a master campaign plan ensuring goal achievement, proper accountability and accurate reporting.		
	10%- ORGANIZATIONAL MANAGEMENT: Accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors and in alignment with United Way Worldwide and the Indiana United Ways. The Executive Director assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises leadership positions and establishes individual goals; works with the Board Treasurer to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that Jackson County United Way’s goals of inclusiveness and diversity among staff and volunteers are met.		

5%- GRANT MANAGEMENT: EXTERNAL: Partner with Board to develop and implement plans to allocate available dollars in high impact programs as well as grant funding. Track, monitor, and evaluate outcome results. Develop, implement and maintain a funding application, evaluation criteria and fund distribution process. Track programmatic as well as community level data with a focus on outcomes and their measurement. INTERNAL: Evaluate and measure grant results through an analytical process that defines the desired outcome measures, incorporates organizational needs and provides ongoing reports for measuring progress toward goals.

5%- FISCAL, HR, & OFFICE MANAGEMENT: Manage staff including performance reviews and any necessary disciplinary action to achieve optimum employee performance. Develop staff, provide opportunities for personal and professional growth. Responsible for development and implementation of staff job descriptions with well-defined responsibilities and qualifications. Partner with Board for recruitment and selection of JCUW staff. Oversee the financial operations of the organization, including budgeting, auditing, grant usage and tax reporting procedures. Accountable for maintenance of internal controls for these operations. Partner with IT contractor to maintain systems and equipment, with backup capabilities, as necessary. Partner with Financial Advisor to administer retirement benefits and Insurance Broker to administer health care renewals and protocol for health insurance enrollment.

5%- STRATEGIC RELATIONSHIP & COMMUNICATION MANAGEMENT: Builds productive relationships by effectively conveying UW's value proposition, mission and priorities to the general public, businesses and community leaders. Develop and maintain positive, mutually beneficial relationships with existing and potential donors. This will include frequent (at a minimum quarterly) contact with key stakeholders. Develop and maintain appropriate and inclusive partnerships with civic organizations, community foundations, chamber of commerce, local government, local media and other health/human service organizations. Develop and maintain appropriate and inclusive partnerships with JCUW funded and non-funded partners. Develop, implement and maintain year-round marketing and communication strategies to promote broad support and understanding of JCUW, to include social media as well as traditional outlets. Seeks opportunities to raise awareness of JCUW and publicity with appropriate new media. Oversee materials to be published in newsletter, brochures and other printed materials.

May be required to perform other duties as assigned.

UW CORE COMPETENCIES:

- **MISSION FOCUSED:** The United Way Professional's top priority is to create real social change that leads to better lives and healthier communities. This drives his/her performance and professional motivations.
- **RELATIONSHIP-ORIENTED:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **COLLABORATOR:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **RESULTS-DRIVEN:** The United Way Professional is 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:** The United Way Professional is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **VISIONARY:** Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
- **TEAM BUILDER:** First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.
- **OUTWARD TURNING:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations.
- **BUSINESS ACUMEN:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.
- **NETWORK-ORIENTED:** Values the power of networks; striving to leverage United Way's breadth of community presence, relationships, and strategy.

UW FUNCTIONAL COMPETENCIES:

- **MANAGE RELATIONSHIPS:** Communicates effectively to develop, grow and sustain productive relationships. Captures and records relevant information and how to interpret and utilize the information to forge partnerships, collaborate, cultivate, grow, sustain and strengthen internal and external relationships. Is trustworthy and acts with integrity, authenticity, humility and in good faith; respecting others opinions, priorities, values and interest. Seeks to continuously improve interpersonal and professional skills.
- **SELF-MANAGEMENT:** Presents oneself in an appropriate and professional manner. Communicates, acts, reacts and responds appropriately in all situations. Effectively utilizes interpersonal skills and political astuteness to; engage with, lead and function as a member of a team as appropriate. Able to influence, persuade, present, request, sell, negotiate and close a deal as appropriate. Able to use sound judgement, discretion and commitment to maintaining donor confidentiality.

SECONDARY DUTIES & RESPONSIBILITIES

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- **COMMUNICATION SKILLS:** Understands and uses empathy, compassion, and active listening. Is fully present and aware of subtleties and nuances such as body language and voice tonality to better understand what is important to their constituents and how to connect and engage them with UW.
- **UTILIZE & ACQUIRE KNOWLEDGE:** Is forward thinking, focused on what is possible, and seeks new tools and knowledge as needed. Is able to use technology when acquiring and utilizing knowledge, and is innovative and creative in its application. Seeks to continuously improve interpersonal and professional skills.
- **ACHIEVE RESULTS:** Is personally accountable and responsible for the results they achieve. Is able to adapt quickly to ever changing environments. Is organized, able to plan, think strategically and is creative, innovative and is appropriately persistent. Is able to make decisions and willing to take risks when appropriate to achieve results and meet goals.

EDUCATION/EXPERIENCE REQUIREMENTS:

- Substantial experience working in the nonprofit sector (United Way experience is desirable) and interacting with volunteers and diverse boards. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict management. Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.
- S/he has unquestioned integrity; a long term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.
- Bachelor's Degree in appropriate field such as business, social work, human services, or community development, required.
- Master's Degree in in appropriate field such as business, social work, human services, or community development, preferred.

CRITICAL SKILLS:

- **COMMUNICATION SKILLS:** Able to clearly present information through the spoken (in person, over the phone, and via other devices), electronic or written word; reads and interprets complex information; conveys information effectively; actively listens. Position requires extensive and independent contact/communications with volunteers including presentations and public speaking.
- **ORGANIZATION & PLANNING SKILLS:** Able to manage multiple activities; determines urgency in a meaningful and practical way; creates plans; organizes and schedules people and tasks effectively. Exceptional attention to detail and effective follow-through to meet deadlines. Able to
- **LEADERSHIP SKILLS:** Able to assume a role of authority, as necessary; sets an example for coworkers; delegates responsibility and empowers associates to make decisions and take personal accountability for decisions. Able to think strategically with the ability to articulate a strategy to achieve a vision, ensuring alignment of organizational objectives to leveraged talent and resources; and drive continuous learning.
- **ANALYTICAL SKILLS:** Able to gather relevant data using appropriate methodologies and analyze that data in such a manner that valid conclusions and insinuations can be drawn that assist in making important business decisions. Critical thinking and problem solving ability, including comprehension and analysis of financial and statistical data.
- **PROJECT MANAGEMENT SKILLS:** Able to develop and execute plans that are effective in attaining established goals; garners resources and defines processes to complete project; manages progress and implements mid-stream changes, as needed.

ABILITIES:

- Ability to complete multiple tasks, be flexible, establish priorities, meet deadlines, and adapt to a changing work environment.
- Ability to handle sensitive situations and maintain strict confidentiality.
- Ability to perform with sound judgement, discretion and commitment to maintaining donor confidentiality.
- Ability to work collaboratively in a cross-functional team.
- Ability to use with proficiency with a variety of computer software & applications including the Microsoft Office Suite products and other computer programs and database applications.
- Ability to act with demonstrated poise, tact, professionalism, and diplomacy.
- Ability to lift boxes, equipment, or other materials up to 30 pounds.
- Ability to work outside of regular (8 AM-5 PM) hours and on weekends is necessary and required.

WORK ENVIRONMENT	<p>WORK CONDITIONS:</p> <ul style="list-style-type: none"> • This position occupies a general office in a business environment. Exposure to weather elements is unlikely. Incumbents spend approximately 70% sitting, 15% standing, and 15% walking in the course of performing their job responsibilities. • This position will need to be able to move materials weighing more than 15 pounds without assistance and over 30 pounds with the assistance of a cart. • The employee is required to regularly travel to offsite locations to set-up presentations, physical displays (table and tent) and electronic media. • This position will use the following office equipment in the course of performing their duties: computer, printer, scanner and copier.
CONCLUSION	<p>The duties and responsibilities listed above are intended to describe the general content of and requirements for the performance of this position. It is not constructed as an exhaustive list of duties, responsibilities and requirements. Management of Jackson County United Way reserves the right to amend and change responsibilities to meet organizational needs.</p>

POSITION FILLED	
PERSON HIRED	DATE HIRED
SALARY & BENEFITS	<p>Salary: Benefits: 50% of Employees Monthly Health Insurance Premium; Optional Dental & Vision Plans at 100% Employee Cost; Retirement (when eligible) up to 3% Employer Match</p>
REVIEWED BY: NAME & TITLE	
APPROVED BY: NAME & TITLE	
ADDITIONAL COMMENTS	