



United Way of Warren County Executive Director Job Posting

The United Way of Warren County is seeking a highly motivated, passionate, and experienced Executive Director to lead the organization, build and motivate a team of staff and volunteers, and drive its mission of improving lives of others by connecting people, organizations, and resources to meet the needs of the community. This is an opportunity for a proactive and future forward leader with excellent relationship building, fundraising, and strategic planning skills to help create impact for over 20 nonprofits in Warren County.

UWWC fights for the welfare of all residents, seeks donations, raises funds, uncovers volunteers, and stands up to support the most effective local nonprofits and programs who create real opportunities and get results. We build relationships with those businesses, nonprofits, and individuals through our foundational workplace campaign program by engaging community business partners and their employees to support our shared community vision. These relationships result in the further strengthening of our community through volunteerism and advocacy.

OPERATIONAL RESPONSIBILITIES

Board Governance

- Report to and work closely with the Board of Directors to seek its involvement in policy decisions, fundraising, and investment decisions
- Responsible for Board administration, including organizing and conducting Board meetings, preparing materials for Board meetings, and
- Lead UWWC in a manner that supports and guides the organization's mission as defined by the Board of Directors
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly based on informed decision

Financial Performance and Viability

- Maintain fiscal integrity of UWWC to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Oversee fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintains the organization in a positive financial position

Mission and Strategy

- Work with the Board of Directors to develop a long-range strategic plan to ensure the fulfillment of the mission and the longevity of the organization

Marketing and Public Relations

- Enhance UWWC's image by being active and visible in the community and by working closely with other nonprofit, civic, and public organizations
- Serve as the primary spokesperson to the organization's stakeholders, the media, and the public
- Oversee marketing and communications efforts
- Publicize the activities and goals of the organization

Administrative and Personnel

- Regularly assess the effectiveness of current processes and procedures to ensure that they support and maintain mission integrity
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations
- Review, approve, and act as responsible party in the signing of all notes, agreements, and other instruments made, entered into, and on behalf of the organization
- Oversee the hiring, supervision, review, and retention of competent, qualified staff while ensuring that sound human resource practices are in place
- Assist staff in relating their specialized work to the overall goals of the organization
- Recruit and develop volunteers and promote active and broad participation by volunteers in all areas of the organization's work

QUALIFICATIONS AND COMPETENCIES

Education

- Bachelor's degree required. Master's degree preferred, but experience may be considered in lieu of education.

Experience

- Minimum five years of management experience including supervisory experience.
- Nonprofit management experience a plus.

ADDITIONAL SKILLS OR QUALITIES

- Progressive thinking, with understanding of philanthropic trends and best practices in donor-centered fundraising
- Knowledge of fund development processes and procedures as well as proven ability to plan and implement a fund development program
- Ability to develop and administer a budget
- Excellent relationship cultivation and team-building skills and the ability to engage and influence employees, board members, key volunteers, donors, and other stakeholders. Ability to relate with a diverse group of individuals or organizations
- Must demonstrate comfort in socializing professionally as well as presenting to individuals and large groups
- A comprehension and appreciation of metrics and performance indicators used to measure progress in resource development
- Attention to detail and follow-through on all elements of work
- Experience working with volunteer boards and committees
- Proficient in the latest Microsoft Office Suite as well as review and interpret reports

COMPENSATION

A successful candidate will be compensated based upon their experience and skillset. The salary range for the Executive Director position is \$75,000 to \$95,000. The successful candidate will be eligible to participate in UWWC's benefit package, which includes retirement, paid-time off, medical insurance, dental insurance, and life insurance.

Interested candidates should send a cover letter and resume to chair of the UWWC Board's Governance Committee, Brodi Conover at bconover@bricker.com. UWWC will accept applications until May 13, 2022.