

**UNITED WAY OF PETTIS COUNTY
EXECUTIVE DIRECTOR POSITION DESCRIPTION**

POSITION: Executive Director DATE: May 18, 2020

REPORTS TO: Board of Directors STATUS: Exempt

Mission: To unite people and resources to improve lives in our community.

Vision: To be the trusted platform for creating community solutions in Pettis County.

OVERVIEW OF RESPONSIBILITIES:

The Executive Director is the leader of the organization, establishing a vision for Issued Focused approach for a Modern United Way. This is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The Executive Directors 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, relationship, and strategy. This position provides direction and support to the Board of Directors and works in partnership with the United Way agencies, coalition partners and community to fulfill United Way of Pettis County's mission and vision to best support Pettis County by representing the community. The position is responsible for the financial management and general administration of the Sedalia-Pettis County United Way.

NATURE AND SCOPE:

The position requires strong community advocacy and the ability to negotiate, collaborate, and foster relationships with persons at all levels in the public, private, and voluntary sectors. The incumbent has a direct working relationship with the Board Chairpersons and a reporting relationship to the Board of Directors. The Executive Director supervises the activities of the office personnel and volunteers. The position requires a flexible work schedule, availability to work some evenings and weekend, and involves minimal travel.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

Issued Focused-Modern United Way

The Executive Director is responsible for the overall impact of United Way of Pettis County on the community, with emphasis on increasing its capacity to drive the impact agenda. The Executive Directors 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 no-profit sectors.

Resource Development

The Executive Director is charged to drive key results in fundraising; to identify, cultivate an solicit prospective donors and key leaders of prospective new corporate partners; to leverage personal and professional contacts ad relationships into fundraising opportunities; and to promote a culture of fundraising in the organization, both at the staff and board level.

Strategic Management

The Executive Director 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 the United Way of Pettis County Executive Committee to craft organizational goals and develop 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.

Organization Management

The Executive Director is 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. The Executive Director assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises United Way of Pettis County employees and establishes individual goals; works with the Finance Chair to manage organization spending, monitor budget compliance, and mitigate financial risks; and ensures that United Way of Pettis County goals of inclusiveness and diversity among staff and volunteers are met. Develop agendas and prepare minutes for Executive, Finance, Board, Cabinet and Coalition Meetings. Work with Board on the annual grant and allocation process to support area service organizations.

Perform other related duties as requested by the Board

QUALIFICATIONS:

Experience/Position Requirements

- Substantial experience working in the nonprofit sector 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 confident 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 desire to explore new ideas and innovative approaches to solving problems.
- Must have strong computer skills and knowledge of Microsoft Office. Knowledge of Quick Books Software is a plus.

S/he has unquestioned integrity; a long term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgement; 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.

Education Background

Bachelor's Degree or five years management experience is preferred. Demonstrated experience in resource management, community relations and event planning.

CORE COMPETENCIES REQUIRES FOR THIS POSITION

- **Mission-Focused:** Catalyze other's commitment to mission to create real social chance that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

- **Results-Driven:** 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:** Steward of the brand and understands his/her role in growing and protection the reputation and results of the greater network.
- **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 lades and stakeholders.
- **Outward Turing:** Understands and 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.

Attachment B

Annual Fringe Benefits

- Ten (10) days of paid vacation (vacation will not carry over from year to year)
- 9 paid holidays including (2) personal days as listed below;
 - January 1
 - Good Friday
 - Memorial Day
 - July 4
 - Labor Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day