



POSITION TITLE: Executive Director, United Way of Cache Valley

GENERAL DESCRIPTION/POSITION SUMMARY: The Executive Director is the chief fund development officer and a visionary with the qualities of effective leadership including strong communication, managerial, organizational, marketing, fund raising and negotiating skills and will oversee and manage the key operations of UWCV including, but not limited to: resource development (fundraising and relationship building), community investment (allocation), and community impact programming.

Essential Skills, Knowledge, & Abilities:

- Proven record of accomplishment that demonstrates vision, creativity, initiative, and flexibility.
- Demonstrated commitment to the philanthropic sector and to the betterment of the quality of life for the residents of the Cache Valley area, and mission of the United Way of Cache Valley.
- Possess a strong working knowledge of the area non-profit sector and/or how United Ways operate.
- Well-developed leadership abilities and a willingness to take risks and solve problems creatively.
- Demonstrated skill in strategic planning, effectively organizing resources and setting and establishing Priorities.
- Excellent communication skills including ability to write and speak persuasively about the institution to a variety of audiences.
- Demonstrated knowledge of current and emerging marketing trends and best practices, including new Technologies such as expanded use of internet and web resources, social media, etc.
- Proficient in Microsoft Office (including Microsoft Word, Excel, Access, PowerPoint and Publisher), QuickBooks, and Adobe. Donation Tracker Software preferred.
- Capacity for high level of analytical thinking.
- Demonstrated knowledge of cost management.
- Strong administrative and organizational skills.
- Self-motivation and discipline to regularly set and achieve work goals, multitask and prioritize.
- Capacity to help determine community needs through market research, analytical, and data mining skills.
- Demonstrated supervision of professional staff with leadership, management, and administrative skills that motivate and build professional support staff competencies.
- Ability to handle multiple projects/assignments concurrently and be very results-oriented.
- Highly motivated and works well both independently and as an integral part of a team.
- Ability to initiate and build relationships with current and prospective donors, agencies, co-workers, service providers, board members, various business contacts, and community at large.

Leadership

- Maintain and implement the processes by which the UWCV established strategic direction, conducts tactical and long-term planning, sets measurable goals, and evaluates the results.
- Know, understand and be responsible for advancing the mission and vision of the UWCV, assuring all programs and services are focused on mission.
- Complete and fully meet the United Way Worldwide Standards and confirm the proper documentation has been completed each year.
- Utilize United Way of America opportunities as a resource and professional development (including but not limited to: state conference, grant opportunities, leadership meetings, etc.) .

Financial Management

- Monitors the daily financial operations of the organization.
- Direct the financial operations of the organization including the processing of donations and pledges, accounts receivable, accounts payable, financial reports, budgets, and investment strategy.
- Ensure adherence to the organizations budget and monitor fiscal expenditures.
- Oversee preparation of financial and fundraising reports for Board and committee meetings.

- Oversee the organization's annual audit process.
- Maintains insurance and bonding as needed for directors, staff, and agency operations.
- Insure that all Federal and State tax requirements are met.
- Oversees payroll and tax reporting procedures.
- Ensures financials are available on the website.

Assisting the President

- Implement year-round resource development strategies, including a master campaign plan and schedule ensuring goal achievement, proper accountability and accurate reporting.
- Implement and maintain innovative resource development strategies including, but not limited to annual giving, business support, gifts in kind, major gifts, planned giving, and special events.
- Maintain and support appropriate training programs, materials, and systems for campaign volunteers.
- Oversees/conducts all volunteer training sessions.
- Speaks at all employee, community, and organizational meetings when permitted.

Fund Distribution

- Implement the plans to allocate available dollars in high impact/outcome programs and to evaluate the results of those investments.
- Implement and maintain an agency/program funding application, evaluation criteria, and fund distribution process.
- Attend meetings and record minutes.
- Design allocation letters.
- Ensure distributions are made timely.

Agency Relations

- Develop appropriate and inclusive partnerships with UWCV funded and potential agencies.
- Promote active and representative citizen partnership in the planning and fund distribution process.
- Provide opportunities for agency meetings.
- Collaborate with agencies and be a liaison for agencies with the UWCV Board.
- Provide professional development trainings, when necessary.

Board and Volunteer Relations

- Develop and enhance positive relationships and communications with existing and potential Board members and volunteers.
- Develop and support appropriate training and development programs and materials for Board members and volunteers, always being watchful and working to involve the entire Board of Directors and staff in fundraising.
- Ensures monthly Board of Director meeting occurs with a quorum, delivers monthly Board of Director reports, and keeps the Executive Committee and BOARD OF Directors updated on a regular basis, using timely and appropriate judgment in upward communication regarding concerns and responsibilities.

Community Relations

- Develop appropriate and inclusive partnerships with civic organizations, community foundations, chamber of commerce, local governments, local media, and other health/human service organizations.
- Drives delivery of agency message to the community.
- Has a visible profile in the community, serving on various community collaborations and boards.

Community Outreach Programs

- Drive organizational culture change relating to Community Impact fundraising strategy.
- Assist committee in developing new and managing existing programs.
- Develop and implement a plan to allocate Impact Grant funding.

Donor Relations

- Develop and enhance positive relationships and communication, both written and verbal, with existing and potential donors.
- Develop and implement appropriate recognition practices for individual and group donors.

Marketing and Communication

- Develop, implement and maintain year-round marketing/branding and communication strategies to promote broad support and understanding of the UWCV.
- Oversee the development, implementation, and maintenance of a newsletter, social networking site, and the website, etc.

Human Resource and Development

- Responsible for the recruitment, selection and retention of UWCV staff.
- Supervise and direct staff in accordance with organization's policies and applicable laws.
- Oversee the payroll and benefit administrative duties.

Other

- Regular and satisfactory attendance and punctuality.
- Provide continual evaluation of processes and procedures. Responsible for suggesting methods to improve operations, efficiency and service to both internal and external customers.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Minimum Qualifications

- Bachelors degree in a related field
- 3+ years experience in the philanthropic sector
- Previous experience working directly with governing board of directors
- 3+ years experience leading volunteers
- Previous fiscal responsibility preferred

UNITED WAY OF CACHE VALLEY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.