

JOB DESCRIPTION – PRESIDENT AND CHIEF EXECUTIVE OFFICER

UNITED WAY OF THE CHATTAHOOCHEE VALLEY

OVERVIEW OF RESPONSIBILITIES:

The President/CEO 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 President/CEO is the Chief Mobilizer, responsible for leveraging the power of relationships and networks and responsible for working across private, public and corporate sectors to improve conditions and quality of life in the community. The President/CEO must be able to foster collaboration, teamwork and relationship building both internally with the Board of Directors, staff and volunteers as well as externally with corporate and community leaders, non-profit agencies, state and local government and local foundations. Responsibilities include fundraising, public speaking, marketing, strategic planning, staff development, meeting facilitation and event coordination.

The President/CEO must possess a high level of broad business and management skills, and strong experience and effectiveness in generating revenues and financial support for the organization. The President/CEO must be dedicated to shared and measurable goals for the common good: creating, resourcing, scaling and leveraging strategies for broad investment and impact. The President/CEO is the steward of the United Way brand and must possess a keen understanding and awareness of the role in growing and protecting the reputation of United Way. The President/CEO is responsible for building trust in United Way, its relevance in the community and possess the ability to leverage United Way's community presence, relationships and strategies.

KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

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

Community Impact:

The President/CEO is responsible for the overall impact of the United Way of the Chattahoochee Valley in the community, with emphasis on increasing the capacity to drive the impact agenda. The President works closely with the Board of Directors to craft and adapt operational strategies and resources to achieve this increased impact, including effective fundraising strategies, establishing and building relationships with top leaders in the community, including those representing the highest levels in business, military, government and non-profit sectors. The successful candidate must have the ability and demonstrated experience in executing the implementation of strategic marketing and communication activities to support

the mission of the UWCV and to create engagement with community partners, donors and volunteers.

Resource Development

The President/CEO is 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.

Strategic Management

The President/CEO serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. The President/CEO is responsible for effective collaboration and partnership with the Board of Directors of the United Way of the Chattahoochee Valley to craft organizational goals and develops strategies to ensure that they are achieved. The President/CEO must ensure coordination and alignment of all United Way activities with the strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management

The President/CEO is accountable for building and leading high-performing teams, ensuring all teams are effective aligned and executing collaborative efforts in order to achieve organizational results. The President/CEO is responsible for maintaining accountability for the operational and fiscal integrity of the organization and ensuring compliance with operational policies as set by the Board of Directors. The President/CEO is responsible for staffing the organization with fully competent and diverse professionals, appropriately delegating responsibilities/authority. Develops organizational work plans and monitors implementation. Promotes continued professional development among staff and demonstrates and ensures cultural competency of managers and staff. Must possess organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Senior Leadership positions and establishes individual goals; works with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that the United Way of the Chattahoochee Valley's goals of inclusiveness and diversity among staff and volunteers are met.

QUALIFICATIONS REQUIRED FOR THIS POSITION:

The President/CEO will have extensive experience in the management of organizations of comparable size and mission. The individual will possess sufficient expertise on issues relevant to the organization to make well-informed mission-related decisions and command the confidence and respect of stakeholders necessary to serve as the leader of the organization.

- 10+ years of progressively responsible executive level leadership/management experience over a complex nonprofit organization or with considerable interaction with the nonprofit sector.
- Successful track record in diverse fundraising programs; significant major gift fundraising and campaign experience with a proven record of successfully cultivating and soliciting major gifts and grants and leading organizations to major gift fundraising campaign success.
- Has a basic understanding and experience in planned giving techniques, financial planning and estate planning concepts.
- Experience in negotiation and collaboration, skill in developing effective partnerships, understanding of and commitment to community-based collaboration.
- Proven ability to lead a highly motivated, experienced team
- A history of strong planning, interpersonal and superior presentation and communications skills
- Successful track record in management, including financial management, human resources, budgeting, contract administration, and strategic planning
- Proven ability to network, develop and maintain relationships with community representatives, business executives, foundation officials, donors and the media

Technical Knowledge

- Computer skills with emphasis on Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Basic understanding and experience in social media platforms in support of community outreach efforts

Educational Background

Bachelor's degree required; postgraduate degree and/or substantial work experience in a related field beneficial.

Transportation Requirements

Individual must possess a valid U.S. driver's license and car insurance

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.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is frequently required to speak, hear, see and use depth perception. The employee is occasionally required to climb stairs, balance, stoop, kneel, crouch, crawl, reach, handle, and feel. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. The employee must have the ability to operate a computer keyboard and lift files and reports.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to normal office work environment conditions. Internally controlled working environment with little or no hazardous conditions (including but not limited to: fumes, toxic or caustic chemicals, extreme heat/cold/humid conditions, risk of electrical shock, vibrations, and/or airborne particles) in normal work location. The noise level in the work environment is usually quiet to moderate. Participation in early morning, evening and weekend meetings and events is required. The employee will be required to travel throughout the Chattahoochee Valley Region to visit with constituents at their preferred meeting locations (place of work, home, etc.) and to travel to meetings and events out of the area.

CORE COMPETENCIES REQUIRED FOR THIS POSITION:

Mission-focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities.

Relationship-Oriented: Understands the importance of people over process and is astute in cultivating and managing relationships toward a common goal; understands the importance of work and life balance in motivating a team.

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 the importance of the role in growing and protecting the reputation and results of the greater network.

Visionary and Strategic Thinking: Experience in developing strategic plans with a variety of stakeholders including nonprofits, donors, military, government and corporations; ability to see the big picture and how the United Way of the Chattahoochee Valley fits in and supports the region; ability to understand how the UWCV can continually enhance its impact on the community and region

Team-builder: Ensures the right people are in the right roles at the right times; ability to foster commitment, trust and collaboration among multi-cultural/multi-generational leaders and stakeholders; values members of the UWCV team and encourages personal development.

Outward Turning: Understands the dynamics of local, regional and national environments; competent in establishing an agenda which reflects the needs, aspirations and perceptions of the community.

Business Acumen: Possesses a high-level of broad business and management skills; effective at generating financial support; experience in public policy and/or advocacy; good understanding of the factors that motivate people and organizations towards philanthropic giving and the ability to utilize this insight to achieve the organization's mission.

Network-Oriented: Values the power and importance of networks; strives to leverage and enhance UWCV's community presence, relationships and strategy.

Communications and Influence: Ability to deliver clear, succinct and impactful messages; knowledge of social media terminology and the ability to leverage its use in effective communications and community presence; experience and ability in relationship building, both individually and in group settings

Problem-solving: Experienced in analyzing complex sets of data and determining appropriate courses of action; skilled in developing innovating approaches to research and solve internal and external issues; flexibility and adaptability to manage and respond to issues and crises calmly, diplomatically, effectively and in a timely manner

Personal Excellence: Passion for working with people and making a difference in the lives of others; strength in being a decisive and compassionate leader; willingness to take strategic risks when appropriate; motivated; strong work ethics; proven record of unwavering integrity; self-motivated; trustworthy; leads by example; humble; 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; ability to remain practical, but with a reasonable sense of humor;

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Employment Opportunity Statement:

The United Way of the Chattahoochee Valley values diversity in the workplace and among our agencies and customers. We provide equal opportunity for employment and promotion to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, religion, color, age, sex/gender, sexual orientation, national origin, gender identity or expression, disability, marital status, veteran status, genetic information, ancestry or any other status protected by law.

Furthermore, The United Way of the Chattahoochee Valley is committed to providing an equal opportunity workplace that is free of discrimination and harassment based on national origin, race, color, religion, gender, ancestry, age, sexual orientation, gender identity or expression, disability, marital status, veteran status, genetic information or any other status protected by law

Compensation and Benefits:

The compensation package will include a competitive salary, determined in part by the successful candidate’s level of professional experience. United Way of the Chattahoochee Valley also offers a competitive benefits package.

Interested Candidates Submit:

- (1) Resume/CV
- (2) Cover Letter
- (3) Salary Requirements (**required**)

Email to: jobs@swingbridgeconsulting.com

or by USPS to:

Anissa Starnes, IOM
Swingbridge Consulting, LLC
338 S. Sharon Amity Road #172
Charlotte, NC 28211

****NO PHONE CALLS, PLEASE**

Application Deadline: April 30, 2019



United Way of the
Chattahoochee Valley