

Habersham County United Way Executive Director Job Description

The Habersham County United Way embraces the **vision**:

Working Together to Provide
Help for Today and
Hope for Tomorrow

Through the generous support of individuals, families, businesses and corporations in our community, HCUW supports more than 25 organizations and works to fulfill its **mission**:

- To provide leadership, experience and knowledge to our supported agencies and enhance their ability to serve.
- To serve our community with the highest standards of integrity, accountability and performance.
- To establish meaningful relationships with our community partners by sharing information, resources, and services.
- To effectively develop and allocates resources to support the goals /values of the agencies, and the people we support.
- To develop and provide rewarding opportunities that attract, inspire and energize caring volunteers.
- To evaluate and plan for the present and future needs of our community.

The Executive Director exemplifies the **Values** of United Way:

- We will be fair, open and honest in everything we do.
- We will treat every agency and person we serve with consideration and respect.
- We believe in teamwork and dedication to continuous improvement to enhance our ability to serve.
- We serve, and encourage others to serve, with a caring and compassionate heart.
- We reflect the diversity of our community and ensure that all of our activities are unbiased and needs based.

Position Summary

The Executive Director of the Habersham County United Way is the key leader in assuring the organization has goals and strategies in place to achieve its mission and vision. As the face of the United Way and the steward of the UW brand in this community, the ED leads the board in developing relationships and networks that work across public, private and corporate sectors to improve conditions and standards in our community. The ED maintains a broad knowledge of community needs and how each supported agency's work makes our community a more vibrant and healthier place for all.

Job Responsibilities

Mission, Vision, Values and Community Impact

Through closely working with and responding to the Board of Directors, the ED will consistently assess the community impact of UW as it relates to the mission, vision and values and recommend changes in direction as needed. The ED will maintain a close network of community leaders at all levels to assist in the assessment of UW effectiveness. The ED will also assure the UW mission, vision and values are shared with the community and exemplified in the board.

Job Responsibilities:

- Coordinates the development of brochures, newspaper articles, etc. that convey the mission, vision, and values of HCUW.

- Meets with community groups to share the mission, vision, and values to encourage donations and support.

- Works with committee to plan the annual meeting including agenda, speakers, etc.

- Takes a leadership role in the facilitation and running the annual meeting.

- Consistently promotes the UW through newspaper articles, television spots, speaking opportunities and community events as the “face” of the United Way and the steward of the HCUW brand.

Campaign and Resource Development

The executive director promotes a culture of fund raising within the organization. This individual assumes the key role in fundraising efforts working closely with the campaign chair, leadership giving chair and those committees. It is the role of the ED to develop a broad base of contributors across all facets of the community: private, public, business and corporate donors. The ED will maintain on-going, positive relationships throughout the year with donors at all levels.

Additionally, the ED oversees the distribution of collected funds in a manner that aligns with the mission, vision and values of HCUW. The funding will reflect the 3 areas of focus for UW: health, financial, and education.

The ED will work closely with the Allocation Committee and Chair to assure the allocation process is efficient and effective.

Job Responsibilities:

- Develops relationships with leadership donors through planned events, individual meetings, etc.

- Coordinates with Campaign chair (Leadership Giving subcommittee chair and Corporate Partners subcommittee chair, as appropriate) in fundraising events.

- Implements appropriate recognition practices for individual and group donors including recognition of gifts.

Works closely with campaign chair and committee to insure a successful campaign/fundraising effort.

Instrumental in setting the campaign financial target each year based on the previous year and current climate.

Assists board and campaign chair to develop campaign goals, objectives, and strategies.

Researches availability of grants and prepares grant applications.

Coordinates the development and production of brochures, videos, event planning and advertisements including newspaper articles and other media reports including the display of campaign thermometers.

Contacts and coordinates meetings with area industries/companies and facilitates these meetings while recruiting board assistance when needed.

Assumes leadership role in fundraising events to assure campaign committee has the support needed.

Meets regularly with allocation chair/committee especially during the allocation cycle.

Coordinates the development of allocation panels and all phases of allocation process including:

Develops and notifies panel participants

Coordinates organizational meeting

Prepares all materials for allocation panels

Alerts board/allocation committee as concerns arise regarding funded agencies.

Community Agency Development

The ED is the first point of contact with UW funded agencies. This person will act as a resource to agencies as these funded organizations grow and develop. This will require the ED to maintain a broad knowledge of leadership strategies, board development and other areas that might strengthen a non-profit's role in the community.

Job Responsibilities:

Meets with every agency on a regular basis to review their progress, any concerns, recommendations, etc.

Includes status reports on the most recent agency meeting in their bi-monthly board report.

Leadership/Board Development/Strategic Planning

The ED provides leadership and direction for the Board of Directors as they identify areas of strength as well as areas that need enhancement/improvement within the organization. The ED assists the board in development of goals and strategies to assure the UW remains a dynamic organization which understands and strives to meet the needs of the community through their partnerships.

The ED will facilitate the development of a board that understands and is reflective of our local community.

Job Responsibilities:

- Consistently displays a professional attitude, appearance, and demeanor.
- Works with board chair to develop a board committed to HCUW mission, vision and values to include effective board member selection and a new member orientation.
- Prepares documents for board meetings including the ED report which includes activities relating to their specific responsibilities.
- Develops a working relationship with board members to assure their commitment to HCUW as evidenced by attendance, etc.
- Assures board members are aware of meetings and assures a quorum for each meeting-making contact with those who are chronically absent.
- Recruits and works effectively with community volunteers.

Organizational Oversight

The ED is responsible for the day to day operations of HCUW including the operational and fiscal integrity of the organization within the policies developed by the board. The ED continually assesses organizational capacity to meet the goals and standards-financial and otherwise- and keeps the board apprised of this status at least monthly.

Job Responsibilities:

- Responsible for and manages the day to day operations of the organization and maintenance of the building owned by HCUW.
- Assures agencies receive their established allocations according to pre-determined schedule.
- Meets regularly with finance committee/treasurer to review monthly financial reports.
- Reports financial concerns to treasurer or board chair as soon as discovered.
- Facilitates preparation of documents for the financial audit.
- Oversees payroll responsibilities including state/federal taxes.
- Deposits all checks and approves all disbursements in accordance with policies established by the board.
- Coordinates with accountant and external bookkeeping service.
- Oversees and manages other employees.

Position Requirements:

Experience working in the nonprofit sector and interacting with volunteers and diverse boards. Experience with leadership and management of organization(s) comparable to the size of HCUW. Ability to achieve confidence and respect of stakeholders. Ability to build collaboration with the community at large. Experience building partnerships to increase revenue and philanthropic support. Demonstrates a desire to explore new ideas and innovative approaches to reaching strategic goals of the organization. Bachelor's degree in relevant major or equivalent experience and three years fund raising experience is required.

Job Type: Full-time

Compensation: Salary commensurate with experience; bonus for meeting objectives

Benefits:

- Flexible schedule
- Paid time off
- Retirement
- Health insurance

Schedule:

- As the executive director, you will be expected to take full responsibility to effectively execute the mission of United Way. Normal office hours are from 8:30 to 5 Monday through Friday. Additional times and hours will be required to be effective.

Work Location:

- One office location

Work Remotely:

- On occasion