

JOB DESCRIPTION

President and Chief Executive Officer (President/CEO)

Organization Overview

Established in 1922, United Way of Allen County (UWAC) is a not-for-profit organization that unites our community’s time, talent, and treasure to cultivate and advance community solutions that address the most critical issues around basic needs, education, financial stability and healthy lives.

Purpose of Position

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. The President/CEO 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 President/CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The President/CEO is 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 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, relationships, and strategy.

% OF TIME

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 25% **Community Impact**
The President/CEO is responsible for the overall impact of United Way of Allen County on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The President 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 non-profit sectors.
- 25% **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.
- 30% **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. S/he partners with the Board of Directors and the United Way of Allen County Senior Leadership team to craft organizational goals and develops 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.
- 20% **Organization Management**
The President/CEO 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 President/CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Senior Leadership positions and

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establishes individual goals; works with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that United Way of Allen County goals of inclusiveness and diversity among staff and volunteers are met.

Experience/Position Requirements

- Substantial experience working in the nonprofit sector, and interacting with volunteers and diverse boards, or 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 confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Ability to navigate among multiple sectors, including nonprofit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict management.
- Experience in increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.

The President/CEO has unquestioned integrity, a long-term perspective, a strong sense of accountability, drives for results, creates and nurtures a positive culture, has flexibility and courage to shift direction and experiment with new initiatives, and possesses excellent verbal and written communication skills.

Education and Background

- Undergraduate degree required.
- Training, experience or advanced degree preferred in business, public administration or social services desired.
- Must have five to seven years of experience in executive leadership and management level in the for-profit or non-profit sector, including professional or volunteer leadership within the health and human services field.

Knowledge, Skills, and Abilities

- **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 leaders and stakeholders.
- **Outward Turning:** Understands the 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.
- **Mission-Focused:** Catalyze others' commitment to mission to create real social change 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 protecting the reputation and results of the greater network.

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- Interact effectively with diverse groups of individuals and organizations.
- Excellent written and oral communication skills, with the ability to persuade and influence others around ideas, decisions, and financial support.
- Ability to work autonomously with a minimal amount of supervision, and to excel in an entrepreneurial, self-starting and fast paced environment.
- Must be proficient and comfortable with use of a computer and its applications including Microsoft Office (Outlook, Word, Excel, and PowerPoint), among other items; Customer Relations Management (CRM) experience preferred

Working Conditions/Physical Requirements

- Constant exposure to work environment is typically controlled, agreeable, and in a non-smoking office, though travel may occasionally expose employee to inclement weather conditions.
- A person in this position needs to constantly move about inside the office and during frequent off-site meetings.
- Frequent activity associated with attending meetings within the organization and meeting external constituents.
- Frequently attend local meetings. Occasional annual United Way (UW) conference attendance is needed as determined by supervisor.
- Regarding meetings: observing the presenter or information being relayed, as well as detecting the message, and exchanging information is a requirement.
- The employee will occasionally be required to audibly address/convey information to large groups of people in an indoor setting.
- Frequently communicate with others and/or express oneself via meetings, over the telephone, and through written channels.
- Constantly recognize and discern written material.
- Constantly operate typical office equipment (telephone, copier, printer, fax, computer, keyboard, etc.).
- Employee will seldomly need to position themselves to lower spaces or ground floor to reference objects/items or information such as literature.
- On an infrequent/seldom basis, employee may need to move items up to twenty-five (25) pounds when preparing for meetings, events, or gatherings.
- Must be able to remain in a stationary position 50% of the time.
- Constantly ascend/descend stairs (while inside UWAC's office building, an elevator is available for use).
- Must have a valid driver's license, daily access to reliable transportation, and proof of current automobile insurance.
- Frequently required to drive/operate a car.
- Ability to periodically work evenings and weekends/outside the standard 8:00 AM to 5:00 PM timeframe

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not intended to be all-inclusive and the employer has the right to revise this job description at any time with or without notice. It is understood that if selected for this position, the job description does not create an employment contract, implied or otherwise, other than an "at-will" relationship.