



Position: Executive Director

Organization Overview

The United Way of Wayne County (UWWC) is a 501©(3) organization that traces its roots to 1925.

UWWC is committed to making positive change to people's lives in Wayne County. UWWC is relationship centered; mission focused and collaborative and results driven. UWWC is a leader in its vision; partnership development; strategic thinking and collaboration and continues to think and work outside of the traditional United Way operating model and is recognized across the State and region for its work. What UWWC has accomplished in recent years has fundamentally changed its business model and maintains the organization's relevance in an ever-changing environment.

Overview of Responsibilities

The Executive Director is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team, volunteers and staff alike. The Executive Director leverages the strength of relationships and networks, and works across private, public and corporate sectors to improve the lives of people in the community. The Executive Director possesses a high level of business and management skills and is effective at generating resources and financial support for the organization. The Executive Director is the steward of the UWWC reputation and understands their role in growing and protecting it. They are responsible for building trust in the UWWC and its relevance in the community. The Executive Director values the collaboration among the Eastern North Carolina United Ways and the entire United Way network and strives to leverage UWWC's breadth of community presence, relationships, and strategy.

Key Responsibilities/Essential Functions

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

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. They partner with the Board of Directors and the UWWC staff to craft organizational goals and develops strategies to ensure that they are achieved. They ensure coordination and alignment of all UWWC activities to strategic direction in the areas of community impact, resource development, and staff alignment.

The Executive Director is responsible for the overall impact of UWWC on the community. The Executive Director works closely with the Board of Directors to develop and adapt the strategy to achieve this impact. They will establish and build relationships with leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

Resource Development

The Executive Director is charged to drive key results in community fundraising. With volunteer partnerships identifies, cultivates and solicits prospective investors and key leaders of prospective new corporate partners; leverages 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.

Foundation

Currently under development to operate exclusively for the benefit of, to perform the functions of, and carry out the purposes of the establishment of community initiatives that will measurably impact and improve the lives of residents in Wayne County, NC and benefit the UWWC. The Executive Director will provide leadership to volunteers in the solicitation of gifts and bequests to the Foundation and provide oversight of all functions of the Foundation.

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. They will maintain 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 all staff and establishes individual goals; works with the CFO for Hire to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures the UWWC goals of inclusiveness and diversity among staff and volunteers are met.

Experience/Position Requirements

- Seven to 10 years of experience working in the nonprofit sector (United Way experience is desirable) and interacting with volunteers and diverse boards. Alternately, extensive experience in the leadership and management of organizations of comparable size and mission.
- Ability to command the confidence and respect of stakeholders.
- 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.
- Ability to convey a vision of the organization's strategic future to staff, volunteers, and investors.
- Solid hands-on budget management skills including budget preparation, analysis, decision making and reporting.

Core Competencies Required for This Position

- Relationship oriented – astute in cultivating and managing relationships toward a common goal.
- Collaborator – can mobilize resources (financial and human) through meaningful engagement.
- Results driven – dedicated to shared and measurable goals.
- Candidate must think long term, stretching horizons and challenging imaginations to maintain UWWC relevancy in the community and continue UWWC progressive vision.
- Problem Solving & Decision Making - Identifying, analyzing, organizing and solving problems and issues in a timely, effective manner; uses data and input from others to make sound, timely decisions.
- Change Leadership - Champions progressive and productive change, demonstrating a willingness and ability to initiate and lead change to insure UWWC continued relevancy.
- Understands the shifts in the philanthropic arena, relevant social issues.
- Coalition Building - The ability to bring together diverse groups to address emerging community needs.
- 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 and its needs and aspirations.
- Business Acumen: Possesses a high-level of business and management skills and is effective at generating financial support for the organization.

Qualities

- Have unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; 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.
- Bachelor's Degree required from an accredited college or university
- Computer skills, including MS Office

Compensation and Benefits

Salary range \$55,000 - \$78,000 based on education and experience. UWWC offers a competitive benefit package including health care and dental benefits, Simplified Employee Pension, vacation, sick time, vehicle. Relocation expenses negotiable.

UWWC is an Equal Opportunity Employer. Employment decisions will be based on merit, qualifications, and abilities. UWWC does not discriminate in employment opportunities or practices.

Submit cover letter and resume to: jobs@unitedwayne.org by October 19, 2019