

## CEO Role Description

The Chief Executive Officer (CEO) for United Way of Transylvania County (UWTC) provides innovative and strategic leadership by working with the Board of Directors, community partners and leaders, and staff to lead the organization to accomplish its vision and mission. Key duties include community outreach and fundraising. The CEO reports directly to the UWTC Board of Directors.

## Key Competencies

<p><b>Community Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide transformational leadership to achieve community impact objectives</li> <li>• Develop relationships and interface with key community and business leaders to assess community needs and potential UWTC impact</li> <li>• Focus direction and gain support for UWTC impact</li> <li>• Act as spokesperson for UWTC and inspire stewardship and volunteer support for community impact</li> <li>• Train and educate partner agencies to build consensus in response to community needs</li> </ul>	<p><b>Organizational Leadership</b></p> <ul style="list-style-type: none"> <li>• Work with board and staff to ensure mission fulfillment through programs, strategic planning and community outreach</li> <li>• Lead efforts to achieve long-range goals</li> <li>• Coordinate and execute UWTC self-assessment per UW guidelines</li> <li>• Develop annual budget including projected allocation targets, related expenses and sources of income</li> <li>• Anticipate internal/external factors that may impact plans</li> <li>• Work with Board President to assess strategy and capacity</li> </ul>
<p><b>Management of Human and Financial Resources</b></p> <ul style="list-style-type: none"> <li>• Develop resources to ensure financial health of organization</li> <li>• Assure staff progress toward organizational improvement in such areas as fundraising and spending discipline</li> <li>• Promote effective and efficient support systems in areas such as information management, staff and volunteer training, and assessment of appropriate roles for United Way within the community,</li> <li>• Enhance agency relations and funds distribution, specifically in achieving goals within Education, Financial Stability, and Health</li> <li>• Develop and maintain direct relationship with communities and neighborhoods to increase leadership giving and retain loyal donors</li> <li>• Account for the administration of payroll and benefits for staff</li> </ul>	<p><b>Accountability for Operational and Fiscal Integrity</b></p> <ul style="list-style-type: none"> <li>• Provide stewardship and accountability for the overall operational and fiscal integrity of UTWC within the guidelines of the Board of Directors, United Way Worldwide certification criteria and the scope of the Standards of Excellence</li> </ul>

## United Way of Transylvania County

### CEO Role Description

#### Requirements

- Proven successful history of executive-level organizational leadership
- Five or more years senior nonprofit management experience
- Bachelor's Degree or higher, or commensurate professional experience
- Ability to convey a vision of the organization's strategic future to staff, board, volunteers and donors
- Demonstrated commitment to community
- Transparent and high-integrity leadership
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members, other volunteers and staff
- Strong written and oral communication skills
- Ability to interface with and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and cultivate an effective team
- Strong public speaking ability

#### Preferred Attributes

- Familiarity with Transylvania County
- Experience with transformative management
- Success in grant identification and allocation
- Knowledge of Parliamentary Procedure and non-profit board function
- Experience with recruiting and managing volunteers
- Diplomacy, creativity, and sensitivity to relationship building
- Fluency in second language, Spanish preferred
- Proficient in use of Quickbooks or similar financial tracking tool

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### Salary and Benefits

UWTC offers a competitive compensation package commensurate with experience and other qualifications. Benefits include health package and paid time off.

### Application Process

Email a cover letter, resume and contact information for three references to [CEOSearchUnitedWayTC@gmail.com](mailto:CEOSearchUnitedWayTC@gmail.com).

Phone interviews will be conducted in October. In-person, on-site interviews for selected candidates will occur in early November. Board will decide by 29 Nov 2018. Start date: 1 Feb 2019.