

**Executive Director**  
**United Way of Lincoln County, North Carolina, Inc.**

The United Way of Lincoln County is seeking to fill the position of Executive Director to lead the United Way of Lincoln County in its continuing effort to meet the needs of the community through its supported agencies.

**Position:** The Executive Director is the chief professional officer of the United Way of Lincoln County and is directly responsible to the Board of Directors. This individual serves as the principle professional resource reporting to the Board of Directors and represents the United Way to the community, including a constituency of givers, recipients of services, individuals, governments, businesses, and other institutions.

**Requirements:**

- Experience with United Way or a United Way agency is a plus.
- Ability to prepare and administer a non-profit budget and work with a non-profit board of directors.
- Ability to coordinate the annual fund raising campaign.
- Sound ethical and moral principles.
- Excellent oral and written communication skills.
- Computer literacy including proficiency in Microsoft Office suite products.
- Leadership skills with the ability to lead in a highly matrixed environment.
- Ability to collaborate with individuals and organizations to tackle our community's most pressing issues.
- Excellent relationship building and public speaking skills.
- Ability to help children and youth achieve their potential, to promote financial stability and independence, and to improve people's health.

**Education:**

- A Bachelor's degree in business is preferred or a comparable experience with 4 – 6 years of related experience.

**Experience: Duties and Responsibilities:**

- Fund Raising for annual United Way annual campaign.
- Coordination and recruitment of volunteers for United Way activities and functions.
- Maintain records and controls over United Way financials, activities, and other records.
- Cultivation, recruitment, training, development, and supervision of all volunteers.
- Preparation of campaign records, reports, pledges, and posting.
- Administration of United Way monthly financial reports, including payables and receivables.
- Administration of United Way office.

The United Way of Lincoln County is an Equal Opportunity Employer.

Please send a resume to:

To: United Way of Lincoln County  
Attention: Executive Director Search Committee  
Address: PO Box 234  
Lincolnton, NC 28093

-or-

Email to: [kvinzant@unitedwayoflincolncounty.org](mailto:kvinzant@unitedwayoflincolncounty.org)