

United Way of Caldwell County

Position Title: Executive Director

Reports To: Board of Directors

Classification: Full-time, Exempt, Salaried

Supervises: All staff, volunteers, contractors, and office operations.

Position Overview

The Executive Director serves as the key leader of United Way of Caldwell County (UWCC). This individual works in partnership with the Board of Directors, community partners, donors, and volunteers to advance the mission of UWCC through strong leadership, transparent financial oversight, community engagement, and strategic growth.

The Executive Director is responsible for the day-to-day management of the organization and for carrying out the strategic goals and policies established by the Board. This role requires a visionary, service-oriented leader who is deeply committed to building a stronger, healthier, and more connected Caldwell County.

Core Responsibilities

Leadership & Strategic Planning

- Provide visionary leadership in collaboration with the Board of Directors to develop and implement a long-term strategic plan with clear, measurable goals.
- Foster a culture of transparency, inclusivity, accountability, and service.
- Actively promote UWCC's mission and values within the community.

Financial Oversight & Administration

- Develop and manage the annual operating budget in partnership with the Board and Finance Committee.
- Ensure timely preparation of accurate financial reports, grant compliance documentation, and audits.
- Oversee internal operations, including procurement, office management, and data systems (e.g., QuickBooks, Google Workspace for Nonprofits, Microsoft Office Suite).
- Act as fiscal agent and administrative lead for collaborative initiatives such as the Caldwell County Long Term Recovery Group (CCLTRG), managing funding, compliance, and interagency coordination.

Resource Development & Fundraising

- Lead a year-round fundraising strategy that includes workplace campaigns, grant development, corporate sponsorships, individual giving, and special events.

- Cultivate and steward relationships with donors, community partners, and local businesses.
- Track and report on fundraising goals, donor retention, and engagement metrics.

Community Impact & Program Funding

- Manage and evaluate UWCC's annual fund distribution process, ensuring funding decisions support high-value, community-identified needs.
- Maintain strong relationships with nonprofit partners and monitor program performance.
- Work with agencies and volunteers to implement initiatives that strengthen education, health, and financial stability in Caldwell County.
- Oversee the Classroom United program, a free school supply store for teachers, including inventory coordination, volunteer support, and school partnerships.
- Manage the Weekend Backpack Program, including purchasing and picking up food, organizing volunteers for packing, and delivering food to participating schools.

Board & Volunteer Engagement

- Provide guidance and support to the Board of Directors to ensure effective governance and alignment with organizational priorities.
- Identify, recruit, and support new Board and committee members.
- Offer orientation, training, and ongoing communication to board and volunteer leaders.

Communications & Community Relations

- Serve as the primary spokesperson for UWCC.
- Build strategic partnerships with local governments, nonprofits, schools, media, chambers, and civic organizations.
- Develop a year-round marketing and communications plan to promote UWCC's mission, accomplishments, and funding opportunities.
- Represent UWCC through involvement in community boards, leadership groups, and civic initiatives to build strategic relationships and increase visibility.

Human Resources & Staff Development

- Hire, train, supervise, and evaluate employees, interns, and key volunteers.
- Ensure compliance with all applicable employment laws and personnel policies.
- Promote a collaborative, inclusive, and positive work environment.

Required Qualifications

- Bachelor's degree required
- Minimum 3–5 years of experience in nonprofit or organizational leadership
- Demonstrated success in fundraising, community engagement, and financial management
- Excellent public speaking, written communication, and interpersonal skills
- Strong organizational skills with the ability to manage multiple priorities

- Proficiency in QuickBooks, Google Workspace for Nonprofits, Microsoft Office Suite, and other digital communication tools

Preferred Qualifications

- Knowledge of Caldwell County's nonprofit, business, and civic landscape, including key stakeholders
- Experience working with a Board of Directors and volunteers
- Grant writing and grant management experience

Work Environment & Schedule

- This position is based in Caldwell County, NC, and requires in-office presence
- Some evening and weekend work is expected for events and meetings

Application Process

- To apply, please send a cover letter and resume to LiveUnited@caldwellunitedway.org.
- Deadline to apply is August 15, 2025.