

# Executive Director - United Way of Stanly County

## **Position Context**

The Board of Directors is looking for a candidate possessing high energy and a mindset of change and growth for the organization. The United Way of Stanly County currently raises approximately \$250k per year in donations.

## **Position Summary**

The Executive Director is the chief mobilizer and key management leader; the candidate leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions of the community.

The Executive Director possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The Executive Director is dedicated to shared and measurable goals for the common good – creating, resourcing, and leveraging strategies for broad investment and impact.

The Executive Director is the steward of the brand and understands the candidate's role in growing and protecting the reputation of United Way. The candidate is responsible for building trust in the community. The candidate values networking and strives to leverage United Way's breadth of community presence, relationships, and strategy.

## **Position Description**

### ***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. The candidate maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors.

- Serve as the United Way of Stanly County's primary spokesperson to the organization's constituents, the media and the general public
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Responsible for the structure and supervision of the staff, including:
  - Explanation of Mission orientation, and appropriate training
  - Annual reviews
- Manage the planning/implementation/execution of special projects and events
- Oversee the creation and implementation of the Strategic Plan
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the mission
- Responsible for the fiscal integrity of the organization, including:
  - Preparation and management of the annual budget:
  - Managing fiscal expenditures monthly
  - Oversight of the annual audit process
  - United Way Worldwide Reporting

### ***Resource Development***

- The Executive Director is charged to drive key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders
- Coordinate the annual campaign, including:
  - Creation of the campaign strategy and timetable
  - Recruitment and solicitation of key stakeholders, and potential/existing donors
  - Monitoring trends of historical giving data and community needs; identifying gaps; inclusion of necessary changes into the campaign strategy
- Implement appropriate recognition practices for individual and group donors including acknowledgment of gifts

### ***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
- Build and participate in appropriate boards, task forces, coalitions, committees
- Enhance public understanding and support of the United Way through a coordinated, year-round communications program
- Develop/implement a plan for a diverse board and coordinate training/orientation of new Board members
- Foster effective teamwork between the Board, the Executive Director and staff
- Other duties as assigned by the Board of Directors

### ***Experience/Position Requirements***

#### ***Competencies:***

- Experience working in the nonprofit sector (United Way experience is desirable), and interacting with volunteers and diverse boards
  - Experience in the leadership and management of organizations of comparable size and mission are preferred
- Understanding of issues relevant to Stanly County, the organization, and the community
- Experience in/across multiple sectors, including nonprofit, public and corporate environments
- Experience in generating revenue, managing operating budget, and increasing philanthropic support
- The candidate has unquestioned integrity; a long term perspective; a strong sense of accountability; a practical ability to get things done; wisdom, intelligence and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives
- Must be organized with solid verbal/written communication skills and Microsoft Application skills

#### ***Collaboration/Teamwork:***

- Ability to command the confidence and respect of stakeholders
- Experience in developing partnerships, building teams and conflict management
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community

#### ***Education Background:***

A Bachelor's degree, or equivalent experience is required.

**Core Competencies:**

**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 brand and understands the candidate's role in growing and protecting the reputation and results of the greater network.

**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 multicultural 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, relationship, and strategy.

**Salary and Benefits:**

Annual salary is \$55,000 - \$65,000, commensurate with experience

**Application Process:**

All application materials should be submitted electronically to [lynn.plummer@stanlycountyschools.org](mailto:lynn.plummer@stanlycountyschools.org). Materials include:

- Cover letter
- Resume demonstrating required qualifications for the position
- Name of three (3) professional references and their current contact information

**Deadline for Applications:**

Position will remain open until filled