 

**EXECUTIVE DIRECTOR**

The Lumber River United Way, headquartered in Lumberton, North Carolina, serves three counties (Robeson, Bladen, Hoke) in North Carolina and one county in South Carolina. Our service area is home to the University of North Carolina at Pembroke, Robeson Community College, Bladen Community College and Sandhills Community College. The county has a mix of industries with manufacturing, healthcare, and education being the key sectors of employment. Agriculture with farming also plays a significant role in the local economy.

For the past 40 years, as a United Way of Robeson County, the current Lumber River United Way (LRUW) is seeking an experienced, passionate, energetic and results-oriented Executive Director who will serve as an ambassador for our organization. This position will report directly to the Board of Directors and is responsible for executing the organization’s vision and goals.

The Executive Director will play a critical role in driving strategic initiatives, fostering relationships, and ensuring operational and financial sustainability. This role requires integrity, creativity, adaptability, and a strong commitment to community engagement.

**DUTIES & RESPONSIBILITIES**

**LEADERSHIP**

\*Lead efforts in resource development by cultivating and maintaining relationships

with community organizations, businesses and individual donors to secure funding

and support for the organization.

\*Conduct presentations and oversee workplace campaigns to attract new donors

and volunteers.

\*Develop and implement fundraising strategies to ensure financial sustainability.

**COMMUNITY IMPACT & PROGRAM OVERSIGHT**

\*Lead efforts to enhance the organization’s impact on local communities

\*Collaborate with the Board and designated committees to develop and execute

strategic initiatives that address community needs.

\*Oversee the management and distribution of funds to maximize community

benefit.

\*Ensure all licenses, permits, insurance coverage, operational policies, and dues are

up to date.

**ORGANIZATIONAL & FINANCIAL OPERATIONS:**

\*Ensure compliance with United Way Worldwide standards and policies

\*Act as the public spokesperson alongside the Board President, managing media

relations and stakeholder communications

\*Oversee financial activities, including reviewing credit card statements, and

accounts payable/receivable and ensuring financial records are maintained

accurately

\*Work with contracted outside accountant to manage financial reconciliation and

reporting

\*Recruit, hire, supervise and retain competent, qualified staff members

\*Lead staff members and volunteers in meeting organizational objectives

**MINIMUM QUALIFICATIONS:**

\***Education:** Bachelor’s Degree required with MPA, MBA preferred or a

Bachelor’s Degree with relevant experience in non-profit management may be

accepted. Experience in human services or social impact organizations as an

employee or active volunteer.

\***Relationship-oriented:** Demonstrated ability to build and maintain relations

with donors, community partners, and stakeholders to drive the mission forward.

\***Communication skills:** Demonstrated ability to effectively communicate both

verbally and in writing with a wide variety of audiences. Grant-writing experience

required.

**\*Strategic & Data Driven:** Demonstrated ability to use data to set goals,

measure impact and guide organizational direction.

**\*Leadership Excellence:** Demonstrated ability to address challenges with

integrity, foster a collaborative work environment, and drive measurable results.

Previous experience as a senior leader in a community-based organization

preferred.

**\*Financial:** Understanding of sound financial practices with previous experience in

fundraising and event planning.

**BENEFITS:**

Employee benefits include Health Insurance, Retirement, Vacation and Holiday Pay. Salary will be based on a combination of education and experience.

**HOW TO APPLY:**

**Submit Letter of Interest and Resume to Interim Executive Director/Board President** [**pwright@lumberriveruw.org**](mailto:pwright@lumberriver.org) **no later than Friday, April 11, 2025 – 5:00 p.m.**  ***Resumes submitted without a Letter of Interest will NOT be accepted.***