



Overview

UWCC is seeking an experienced, passionate and driven individual to report to the Board of Directors and lead overall operations.

For the past 40 years, United Way of Chatham County (UWCC) has been partnering with Chatham county health and human service organizations to address the most critical needs of county residents. In 2023, UWCC embarked on a Bold Goal: to End and Prevent Poverty for 2,000 people in 2,000 days (2030). This is not about short-term charity. It's about lasting change for Chatham County residents and agencies. We work tirelessly on behalf of our agencies, because when they succeed, so do we.

Duties and Responsibilities

Leadership:

- Serve as the primary advocate, fundraiser, spokesperson and administrator
- Develop a philanthropic spirit and unified sense of purpose among staff, Board, donors, volunteers and other partners
- Work with the Board and staff to refine the vision and strategic plan that charts a course for UWCC's future
- Work with stakeholders to assess their needs and provide information or assistance in furtherance of UWCC's mission and vision

Organization Operations: Oversee and implement appropriate resources to ensure that the operations of the organization are effective:

- Recruit, hire, supervise and retain competent, qualified staff members.
- Lead staff members and volunteers in meeting organizational objectives
- Promote an environment of collaboration and teamwork.
- Ensure that all HR processes are executed timely and accurately including policies, payroll, insurance and compliance requirements
- Develop an annual business plan
- Work with Board of Directors and community leaders in conducting an annual county-wide needs assessment and evaluation of organizations seeking funding
- Act as a community resource link to other health and human service organizations both within the county and in surrounding counties
- Review and approve all contracts, notes and agreements, and other instruments made or entered into on behalf of UWCC

Organization Mission and Strategy: Work with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Assess program effectiveness through solid metrics that yield measurable outcomes.
- Lead strategic planning and execution to ensure that UWCC can successfully fulfill its mission into the future.

Board Governance: Lead UWCC in a manner that supports and guides the organization's mission as defined by the Board of Directors.

- Work with Board President and Board of Directors in their role of governance including planning, oversight, fundraising, board development/recruiting, and achievement of goals
- Work with Board of Directors to refine the vision and strategic plan that charts a course for UWCC's future and then articulate that vision to internal and external constituencies
- Oversee Board and committee meetings
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions
- Advise the Board of Directors on emerging issues in the community and trends in United Ways

Financial performance and viability: Develop sufficient resources to ensure the financial health of the organization.

- Work with the Board of Directors and staff to prepare an annual operating budget and ensure budget oversight and management
- Responsible for the fiscal integrity of UWCC, including adherence to approved financial policies and through prudent fiscal management to ensure the accurate and timely reporting of all required legal, financial, and funding data
- Oversee the annual audit conducted by an independent certified public accountant
- Oversee and assist in preparation and filing of the organization's Form 990 with the IRS

Fundraising: Responsible for all aspects of fundraising and development of resources.

- Cultivate donors and expand the breadth and depth of relationships that will lead to sustainable funding streams and significant philanthropic investments for the future.
- Work with Board of Directors and community leaders to conduct an annual fundraising campaign
- Lead a fundraising strategy/development plan to increase and diversify revenue streams to support health and human service needs in the county
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Ability to develop and grow positive relationships with donors, corporate organizations, funding agencies, volunteers, service delivery agencies and other stakeholders

Marketing, Communications and Public Relations: Work to build a strong, consistent brand to ensure the ability to leverage financial, programmatic and fundraising opportunities.

- Provide leadership and oversight of marketing and other communications efforts.
- Develop and implement a year-round program of communications and marketing to bring the broadest possible support and understanding of the United Way to the public.
- Represent UWCC in the community as key spokesperson, including communication with donors, media, member agencies, other non-profit organizations, and governmental entities
- Express information to individuals or groups effectively, taking into account the audience and nature of the information.
- Seek regular dialogue with staff, donors, volunteers and other key partners on issues important to UWCC's future.
- Develop appropriate and inclusive partnerships with member agencies, other community funders and organizations and the business community to further the mission of the United Way as a community solutions provider.

Other responsibilities which are deemed important and necessary for organizational health and progress.

Qualifications

Experience:

- Bachelor's degree from an accredited college or university in Business or related discipline.
- Must have 5+ years of experience with nonprofit business operations, management capacity or the equivalent combination of education and experience.
- Demonstrated experience in personnel management.

Personal Attributes:

- Transparent and high integrity leadership
- Commitment to highest standard of ethical conduct
- Proven track record of building and sustaining relationships that foster a spirit of collaboration.
- Highly organized and attentive to detail
- Strong public speaking proficiency.
- Able to successfully interface and engage diverse volunteer and donor groups.
- Communicates effectively and inspires others through written, verbal, and interpersonal skills.
- Able to leverage technology to ensure efficient and effective operation of UWCC
- Able to adapt to shifting priorities, demands and timelines through analytical and problem-solving capabilities.

Salary and Benefits

This is a full-time exempt position. Salary range is \$65,000 to \$75,000, commensurate with experience. In addition to paid holidays and time off, UWCC offers a benefits package including medical, dental and vision coverage. Long term disability insurance is also offered as well as a retirement plan with company match. Relocation expenses are not available for this opportunity.