



Executive Director

Executive Director

The United Way of McLeod County seeks a full-time energetic and results-oriented Executive Director to lead the organization in conjunction with a volunteer Board of Directors. The successful candidate will have the ability to help identify community challenges and deliver viable funding solutions with measurable community impact-driven results to affect positive change in McLeod County.

Excellent oral and written communication, organization, and interpersonal skills are required, as well as a proven ability to manage staff and multiple projects simultaneously. Demonstrated fund-raising ability, volunteer management, effective public relations skills, the ability to lead group presentations, and public speaking skills are a must. The incumbent will work with the board of directors to set strategic goals, manage staff and volunteers towards achieving objectives, champion and support policy development, and nurture respectful and trusting agency and business partner relationships throughout the community.

Prior experience working with a board of directors, staff management, strategic planning and goal setting, and fiscal management are required. Leadership experience with a philanthropic non-profit organization preferred. Experience with community impact agency funding models strongly preferred.

The full job description may be viewed at www.unitedwaymcleodcounty.com. The United Way of McLeod County offers a competitive salary, paid time off, and participation in a retirement plan.

To apply for the position of Executive Director, please email a cover letter, resume and list of 3 references to UWMcLeodC@gmail.com, attention Search Committee by December 15, 2017.

United Way of McLeod County
Executive Director Position

Organization Overview:

United Way of McLeod County is a non-profit human service agency that works to improve people's lives by mobilizing the caring power of our community. United Way wants to help you give back and benefit your community. Investing in United Way means helping our community meet basic needs, continue prevention and development programs, and create lasting community change for individuals and families in McLeod County.

United Way of McLeod County brings together people from all across the community-people from government, business, faith groups, non-profits, and individuals to take a strategic approach in improving lives and strengthening our community. Through collective action, your contribution enables positive, lasting change, right here in McLeod County. That's what matters.

Position:

The Executive Director is the chief professional officer of the United Way of McLeod County and is directly responsible to the Board of Directors. He/She serves as the principal professional resource to the Board and its Chairperson and, in cooperation with the Chairperson, represents the United Way to the community. The community includes a constituency of givers, recipients of services, individuals, agencies, governments, businesses, and other institutions.

Executive Director Responsibilities:

- Implement policies, goals, and programs approved by the Board of Directors through management of total organization
- Maintains a process that establishes the strategic direction of the organization, sets measurable goals and evaluates the results related to the organization's overall community impact.
- Responsible for the collection, disbursement and accounting of all funds raised
- Assures that the business and financial affairs are conducted in accordance with acceptable standards of practice and regulatory agencies
- Promotes public understanding of the United Way
- Coordinates activities throughout the year including special events and fundraising
- Develops inclusive partnerships with community partners, including the business community, to further the mission of United Way
- Lead fundraising and annual campaign efforts. Develop and implement campaign strategies. Report on events, manage expenditures, and work with volunteers and the community to achieve desired outcomes.

Requirements:

- 3 – 5 years' experience in non-profit management and in fundraising
- Broad Business Skills
- Excellent communication skills and presentation skills
- Self-motivated
- Results –driven
- Ability to motivate
- Ability to gain support and confidence
- Time and Scheduling flexibility
- Relationship-oriented
- Excellent computer/software knowledge and experience required. Must be efficient with Microsoft software, including Word, Excel, Publisher, Power Point, ect.
- Multi-tasking skills

How to apply:

Interested applicants must submit cover letter with resumes and list of 3 references to United Way of McLeod County Executive committee, email UWMcLeodC@gmail.com

For full consideration, applications must be received by December 15th, 2017

United Way of McLeod County offers a competitive salary and benefits package, and is an Equal Opportunity Employer.