

## **Essential Functions**

**Position Title:** Executive Director  
**Reports to:** UWJNWC Board President/Executive Committee  
**Supervises:** United Way Staff and Volunteers

**Position Summary:** The role of the Executive Director is to assist the Board of Directors in the fulfillment of the organization's mission. Under the direction of the Board of Directors, the Executive Director is responsible for all administrative, fundraising, fund distribution operations and stakeholder relations of the organization.

## **Essential Duties:**

### General Administration

- Adheres to all policies, laws, standards and/or regulations established by federal and state regulatory agencies and/or governing bodies in the course of performing job duties.

### Leadership

- Develop, maintain and implement a process by which the UWJNWC establishes strategic direction, conducts tactical and long-term planning, sets measurable goals and evaluates the results.
- Know, understand and responsible for advancing the mission and vision of the UWJNWC.

### Financial Management

- Directs the financial operations of the organization including the processing of donations and pledges, accounts receivable, accounts payable, financial reports, and operating and capital budgets.
- Ensures adherence to the organization's budget(s) and monitors fiscal expenditures.
- Prepares various financial and fundraising reports for board and committee meetings.
- Oversee the organization's annual audit.

### Fundraising

- Develop and implement year-round resource development strategies, including a master campaign plan and schedule ensuring goal achievement, proper accountability and accurate reporting.
- Develop, implement and maintain innovative resource development strategies including but not limited to annual giving, business support, gifts in kind, major gifts, planned giving and special events.
- Develop, maintain and support appropriate training programs, materials and systems for campaign volunteers.

### Fund Distribution

- Develop and implement a plan to allocate/invest available dollars in high impact/outcome programs and to evaluate the results of those investments.
- Develop, implement and maintain an agency/program fund application, evaluation criteria and fund distribution process.

### Agency Relations

- Develop appropriate and inclusive partnerships with UWJNWC funded and potential agencies.

### Board and Volunteer Relations

- Develop and enhance positive relationships and communications with existing and potential board members and volunteers.
- Develop and support appropriate training and development programs and materials for board members and volunteers.

### Community Relations

- Develop appropriate and inclusive partnerships with civic organizations, community foundations, area chambers of commerce, local governments, local media and other health and human service organizations.

### Donor Relations

- Develop and enhance positive relationships and communications, both written and verbal, with existing and potential donors.
- Develop and implement appropriate recognition for individual and group donors.

### Marketing and Communications

- Develop, implement and maintain year-round marketing and communication strategies via print and electronic media including direct mail, direct e-mail, radio, television, and Internet capabilities that promote broad support and understanding of the UWJNWC.

### Human Resources and Development

- Responsible for the recruitment, selection and retention of UWJNWC staff.
- Provides opportunities for staff development.

## **Working Conditions:**

### Physical Requirements

- Ability to sit for long periods of time.

### Mental Requirements

- Read, speak, write and understand English, ability to work in a fast paced environment, ability to work independently without constant direction, ability to plan, organize, lead and establish control measures, ability to prepare budgets, ability add, subtract, multiply and divide ability to problem solve.

### Working/Environmental Conditions

- Fast paced environment, office setting, functional understanding of computer systems and software.

### Machines, Equipment, Tools used

- Computer, calculator, fax machine, photocopier, printers, telephone, motor vehicle with valid driver's license and personal liability insurance.

### Exposures

- No reasonable exposures to hazardous equipment and materials, potentially infectious material, gases and chemicals.

### Personal Protective Equipment Required

- None

## **Qualifications:**

### Certificate/Degree/License Requirements

- Bachelor's degree in a related field required.

### Experience Requirements

- Minimum of five years of professional management experience, experience in fundraising for a non-profit organization.
- Ability to develop and implement year-round resource development strategies, including a master campaign plan and schedule ensuring goal achievement, proper accountability and accurate reporting.
- Experience in working with non-profit board of directors, donors and volunteers.

### Skills Requirements

- Ability to demonstrate knowledge, skills and abilities required to perform the essential functions outlined for this position with or without reasonable accommodation, ability to be forward thinking in developing new methods and concepts beneficial to fulfilling the mission of the UWJNWC.

### Communication Skills

- Ability to effectively communicate in both oral and written forms.

### Other Significant Duties

- As assigned by the UWJNWC Board of Directors as the duties relate to the management of the organization in fulfillment its mission.