

Position Title: President & Chief Executive Officer

Reports to: Board of Directors

ORGANIZATION OVERVIEW

The United Way of Northern Nevada and the Sierra's mission is to link the community's will and resources to improve lives. The urgent need in Northern Nevada is around early grade level reading and its predictor for a successful and thriving community. The United Way of Northern Nevada and the Sierra is working hard to address this through its goal of having 3 out of 4 third graders reading proficiently by 2020.

OVERVIEW OF RESPONSIBILITIES

The President/CEO provides strong, innovative, and collaborative leadership for *United Way of Northern Nevada and the Sierra* by developing financial resources, and identifying and responding to community priorities. The President/CEO is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff, and volunteers alike. The President/CEO is the Chief Mobilizer; s/he leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions in the community, creating and building awareness of the United Way's role in the community and assuring involvement of its diverse constituencies. The President/CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The President/CEO is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The President/CEO is the brand steward and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values network and strives to leverage United Way's breadth of community presence, relationships, and strategy. The scope of this position is broad, requiring the President/CEO to establish and maintain significant relationships with persons at all levels within the public, private, and voluntary sectors. These persons include corporate chief executives, local government leaders, leaders of other funding organizations, and representatives of the other United Way organizations. The President/CEO will maintain accountability for the overall operational and fiscal integrity of the organization within the policies set by the Board of Directors.

ESSENTIAL FUNCTIONS/DUTIES

- Provides leadership in developing the financial resources to meet United Way's mission: To unite our community to improve people's lives.
- Establishes financial development goals with the Board of Directors.
- Develops creative strategies and plans for achieving financial goals and assures appropriate staffing of the campaign structure.
- Serves as the Chief Fundraising Officer devoting significant time to the cultivation and solicitation of Major and Transformational Gifts.
- Maintains a leadership role among United Way's constituencies.
- Meets regularly with community decision makers, advancing both community interests and United Way interests.
- Addresses community groups.
- Maintains regular communications and oversees stewardship of all major donor groups.
- Participates on the state and national level in public policy activities that affect the mission fulfillment of United Way.

- Facilitates the development of a Board of Directors representative of the entire community including business and industry, government, labor, education, and health and human services.
- Works with the board to identify and initiate appropriate issues requiring policy decisions/actions and assures implementation.
- Establishes on-going process of staff and volunteer involvement in development of short and long-range planning.
- Analyzes and interprets existing conditions, opportunities and problems.
- Monitors the organization's progress against the Strategic Plan and the Annual Work Plan.
- Staffs the organization with fully competent diverse professionals and delegates responsibilities/authority. Develops organizational work plan and monitors for implementation. Promotes continued professional development among staff and demonstrates and assures cultural competency of managers and staff.
- Creates an atmosphere that fosters the development of strong, effective teams and empowers staff through involvement and participation in decision making.
- Establishes and ensures that the organization maintains open and honest communication both internally and externally.
- Manages and directs activities of professional staff consistent with concept of the "full-service" United Way.
- Plans, organizes, implements and evaluates United Way fund-raising programs, within the framework of the volunteer campaign structure and in accordance with the principles of United Way fund raising.
- Maintains stewardship and accountability for financial and capital resources (including management of property), official records, operating budgets, and campaign collection and disbursement.
- Develops effective, integrated and efficient support systems for the organization, in such areas as computer services, staff and volunteer training, procurement, personnel and building management.

EXPERIENCE/POSITION REQUIREMENTS

- Significant fundraising experience with a proven record of successfully cultivating and soliciting gifts and grants.
- Proven leadership; an ability to foster development of a common vision for United Way of Northern Nevada and the Sierra among volunteers, staff, human service providers, business leaders and the community.
- Enthusiastic team building, demonstrated by a history of creating a climate among staff that fosters personal investment, excellence and a commitment to the goals of the organization.
- Effective utilization of volunteer resources, with demonstrated skill in handling the apparent paradox of both leading and being led by volunteers.
- Proven management skills, particularly in executing an established strategic plan, non-profit fiscal management, evaluation of personnel and programs and operating systems.
- Superior presentation and communication skills.
- Experience in negotiation, collaboration, and conflict management. Skilled at developing effective partnerships while demonstrating understanding of and commitment to community based collaboration.
- Demonstrated experience and ability in working with state and federal legislators on matters impacting United Way goals and community programs.

- A track record that indicates an ability to foster inclusiveness, working with a wide range of people from diverse backgrounds and a commitment to United Way's stewardship role in a community process in which people from varied situations can help shape a vision of a caring community.
- Demonstrated ability to manage multi-million dollar budgets.

The incumbent must be able to perform this job safely, without endangering the health or safety of him/her or others.

EDUCATION BACKGROUND

The President/CEO position requirements are met by any combination of education that typically includes a Bachelor's Degree in a related field; additional post-graduate work is a plus; ten years of work experience; recent service in a senior level executive position; a minimum of 5 years of progressively responsible professional experience in a senior management position. Proven fundraising results, with experience in implementing complex resource development strategies are needed.

WORK ENVIRONMENT

Work is generally conducted inside; the President/CEO will need to be able to:

- Work around office equipment;
- Work with others in office and social environments;
- Work alone; and
- Be available to work in the office during regular business hours and attend community events outside of normal business hours.

PHYSICAL REQUIREMENTS

Sitting, standing, walking, bending, climbing, reaching overhead, crouching, kneeling, balancing, pushing 10 pounds, pulling 10 pounds, talking, hearing, repetitive use of hands/arms/legs, grasping, lifting up to 25 pounds, carrying 10 pounds, eye/hand coordination and fine manipulation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EQUIPMENT AND SOFTWARE OPERATION

The incumbent in this position may operate any/all of the following equipment:

- Telephone, cell phone, and fax machine
- Computer, printer, and related equipment
- Copy machine
- Audio-visual equipment
- Personal automobile
- Calculator
- Computer software may include but not limited to:
 - Microsoft Office
 - Internet Explorer
 - Donor Database and/or Customer Relationship Management System
 - UWNNS Andar system

Disclaimer

This job description is only a summary of the typical job functions of the President/CEO position, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks and duties. Responsibilities, tasks and duties of individual jobholders may vary from the above description. Other duties, as assigned by the Board, may be required.