



Interlakes Area United Way

EXECUTIVE DIRECTOR

JOB DESCRIPTION

TO APPLY:

Submit resume and signed copy of Employee Acknowledgement Form to INTERLAKES AREA UNITED WAY, PO Box 132, Madison, SD 57042 or via email to interlakesareaunitedway@yahoo.com.

JOB DESCRIPTION

SUMMARY

The Interlakes Area United Way Executive Director works with the volunteer Board of Directors to carry out the United Way mission through building & fostering community relationships, mobilizing efforts to help improve the quality of life in the community, and providing leadership to increase funding support for United Way initiatives and partner agencies. The Executive Director will serve as the brand ambassador and champion of the Interlake Area United Way, which includes connecting with a constituency of givers, recipients of services, individuals, associations, agencies, education partners, government, business, and other institutions.

The Executive Director serves under the administrative supervision of the United Way Board and will be expected to demonstrate a high level of self-direction and an orientation to achieving results. The Executive Director will direct day to day operations of the Interlakes Area United Way, organize and plan community outreach activities, oversee the budget and provide leadership in carrying out policies set by the Board of Directors.

► TASKS, DUTIES & RESPONSIBILITIES

The Executive Director will serve in a part-time, salaried position. The office environment is remote. The estimated time requirements each week range from 5 to 15 hours. Some evening and weekend work required. The high time requirements usually occur June – December. Reliable transportation necessary. The following duties are representative of the types of activities the Executive Director will be responsible for:

General Administration

- Commitment to the United Way's mission and values.
- Direct responsibility to the Board of Directors to recommend and implement all policies adopted by the Board for the effective and economical operation of the office.
- Chief administrative responsibility for the public accountability of the United Way and adherence to the United Way Worldwide Membership requirements.
- Monthly reconciliation of the financial reports. General administrative duties including maintaining calendar, regular filing, mailing, and updating spreadsheets and other data entry tasks.

Financial Management

- Planning and oversight of resource development; creates and implements sound fund-raising practices.
- Identifies and recruits community leaders/volunteers and builds relationships to strengthen and broaden revenue sources.
- Assists the Board of Directors in preparing the United Way budget related to fiscal and human resources; accountable for maintenance of internal controls of these resources once approved by the Board.

Personnel

- Directs and coordinates agency through volunteer workers; provides motivation and training to achieve optimum results.

Program Development

- Assists the Board of Directors in the regular assessment of the community's needs; keeps the most pressing community needs as a focus topic of discussion in all related work.
- Leads and trains volunteers in the investment process to achieve the greatest impact on community needs; recommends to the Board modification to the process as needed.

- Evaluates programs provided by and or funded by the United Way in relation to community needs, specified goals and standards and recommends modifications where appropriate.
- Responsible for planning, developing and /or input on proposed new programs within the United Way and as requested by other organizations.

Public Relations

- Responsible for developing and conducting community information programs to raise awareness of United Way, including speaking engagements at local community events.
- Oversees development of all literature and seeks opportunities for publicity with appropriate media outlets.
- Acts as spokesperson for United Way.
- Cultivate positive donor & volunteer relationships.

Board Relations

- Recommends to the Board specific written long- and short-range plans for the development of resources, programs, services and community support annually.
- Maintains appropriate relations with the Board and various Board committees.
- Administers an orientation and training program for the Board.
- Works with the nominating committee to recruit caring and committed volunteers to serve as Board members.

Community Relations

- Maintains highly effective relations with all United Way Partner Agencies.
- Maintains appropriate relations with other professional, social, governmental, faith-based and business groups and serves on appropriate community committees in keeping with the United Way's mission.
- Leads United Way to act as a conveyor and facilitator bringing various entities as mentioned above to a common, neutral table to address the community's most pressing needs.

► QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge

- Knowledge of the United Way Organization and the Internal Revenue Service 501c3 requirements.
- Knowledge of the principles, practices and techniques of oral and written communication and interpersonal relation skills in order to determine the most effective method to present proposals, and to foster effective relationships among and between funding sources and United Way.
- Knowledge of/ willingness to learn business and management principles involved in resource development, strategic planning, marketing, leadership techniques, and coordination of people and resources.

Skills

- Time management skills to manage individual work schedule and projects.
- Active listening & speaking skills to understand the community needs and effectively communicate.
- Computer skills which include knowledge of Microsoft Word, Excel, Power Point, Outlook and the ability to quickly learn new software programs.
- Social media and website development skills for professional communication preferred.

Abilities

- Ability to resolve conflict and problem solve.
- Ability to participate as an active team member when interacting with the Board & Agencies.

▶ PROFESSIONAL REQUIREMENTS

- Bachelor's Degree and/or 5 years of leadership experience in a professional setting
- Non-profit experience preferred

▶ TRAVEL

- Valid driver's license required & use of personal vehicle
- Lives or works in Lake County

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the qualifications and expectations of this position.

Employee

Date

IAUW Board President

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel classified in this position. Applicant may be asked to submit to a background request.