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| **Title:** | CEO | **Group/Team:** | United Way of Anderson County, SC |
| **Reports To:** | Board/Executive Committee | **Status:** | Full-Time |
| **Category:** | Executive | **FLSA**  **Classification:** | Exempt |

**POSITION SUMMARY / OVERVIEW OF RESPONSIBILITIES:**

The CEO is the leader of the organization, establishing a vision through collaboration with community leaders, volunteers and staff. The vision should build upon our existing framework of community impact through the efforts of a diverse team of committed leaders, staff and volunteers. In this position, the CEO must be able to build upon existing relationships as well as be innovative in finding new networks across the private, public and corporate sectors to improve conditions in the community by increasing resources and financial support for the United Way of Anderson County. The CEO will need to understand contemporary work force practices leading with knowledge, compassion, and the ability to coalesce a team toward a successful visionary strategic plan. And this work requires a leader with great integrity, understanding the value of growing and protecting the reputation and brand of United Way.

**KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION:**

An individual must be able to satisfactorily perform each essential duty listed below as well as others not yet known:

**Community Impact**

The CEO is responsible for the overall successful impact of United Way of Anderson County with the community, with emphasis on increasing its capacity to drive the impact agenda. The strategy to achieve this increased impact is developed and adapted in close collaboration with the Board. This impact can only occur with increased support and funding which will happen as the CEO maintains existing relationships while building new relationships with key leaders in the community from the business, government and non-profit sectors.

**Resource Development**

The CEO will have the skills and experience that will drive results in fundraising. S/he will need to be able to identify, cultivate and solicit prospective donors and the key leaders of prospective new corporate partners. The CEO will leverage personal and professional contacts and relationships into opportunities for fundraising. S/he will promote a culture of traditional and innovative fundraising in the organization, at both the staff and board level.

**Strategic Management**

The CEO serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and the United Way of Anderson County staff to craft organizational goals and develops strategies to ensure that they are achieved. The CEO ensures coordination and alignment of all United Way activities to the strategic direction of community impact, resource development, and staff goals.

**Organization Management**

The CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors as well as leading fiscal management of organizational spending, monitor budget compliance and mitigate financial risks. The CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing. S/he directly supervises key positions and establishes individual goals and ensures appropriate development as needed. The CEO ensures that United Way of Anderson County’s goals of inclusiveness and values all staff and volunteers alike. S/he acknowledges and celebrates the success of staff and volunteer attainment of goals.

**EXPERIENCE/POSITION REQUIREMENTS**

Preferred 10 years or more of progressively responsible experience in the leadership and management of an organization with experience in implementing traditional and innovative resource development strategies. Included are the following:

* Prior experience working in or with a non-profit organization of comparable size and similar mission is preferred. United Way experience is desirable but not required.
* Supervision and leadership experience of staff and volunteer teams.
* Demonstrated record of recruiting, development and retention of a staff team representative of the community we serve.
* Dedicated commitment to community by involvement in roles on a committee or board member of community organization currently and in prior years.
* Has emotional intelligence to maintain work life balance for self and staff while working on multiple priorities.
* Experience in creating a work atmosphere conducive to creativity and innovation to build revenue and increasing philanthropic support.
* Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.
* Excellent verbal and written communication skills.
* Embrace and believe in the mission and values of the United Way.

**EDUCATION**

Bachelor's degree required; graduate degree preferred. Will consider relevant experience in lieu of degree.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position regularly is required to remain in a stationary position, and frequently operates a computer and other office productivity machinery such as a calculator, copier, printer, and scanner.

The person in this position needs to move about inside the office occasionally to access file cabinets, office machinery, etc. Regular visits to the other sites for meetings with funded partners, as well as community events, require the person to move about inside other office spaces as well.

The person in this position frequently communicates with individual donors, representatives at United Way of Anderson County workplace partners and funded partners, members of the community, and other members of the staff team. They must be able to exchange accurate information in these situations.

**OTHER REQUIREMENTS:**

Must have a valid driver’s license and automobile insurance and/or is responsible for own transportation to and from home, meetings outside of the office and events in both day and evening hours.

**EQUAL OPPORTUNITY EMPLOYER:**

United Way of Anderson County is seeking to create and maintain an inclusive work environment because teams are stronger with different perspectives and experiences.

We value a workplace that encourages all people of all backgrounds to apply.

We do not discriminate based on race, gender, religion, color, national origin, sexual orientation, age, marital status, veteran status, or disability status. All employees and contractors of United Way of Anderson County are responsible for maintaining a work culture free from discrimination and harassment by treating others with kindness and respect.

**SALARY & BENEFITS:**

The starting salary range for this position is $95,000 to $105,000 depending on experience. There is a very good benefits package. This is an on-site position; it is necessary to reside in or near Anderson County.

**All resumes and cover letters should be emailed to** jackie.gordon@uww.unitedway.org.