



Job Description:

Executive Director

Direct Report to:

Fox Valley United Way Board of Directors

Supervises:

FVUW and SPARK

Position Summary:

The Executive Director is the organization's leader, establishing a vision for Community Engagement and Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff, and volunteers. The Executive Director is the Chief Mobilizer, leveraging the power of relationships and networks, and works across private, public, and corporate sectors to improve conditions in the community. The Executive Director possesses a high level of business and management experience and skills and effectively generates financial support for the organization. The Executive Director is dedicated to shared and measurable goals for the common good – collaborating, creating, resourcing, and leveraging strategies for broad investment and impact. The Executive Director is the steward of the United Way brand and understands its role in growing and protecting the reputation of United Way. The Executive Director is responsible for building trust in Fox Valley United Way and its relevance in the community.

JOB RESPONSIBILITIES: (Essential functions of the job)

Community Impact

- Responsible for the overall impact of Fox Valley United Way in the community, with particular emphasis on increasing its capacity to drive the impact agenda.
- Works closely with the Board of Directors to create and adapt strategies to increase impact, including raising funds to support the agenda.
- Establishes and builds relationships with top community leaders, including those representing the highest levels in the business, government, and non-profit sectors.

Resource Development

- Charged to drive key results in fundraising.
- Identify, cultivate, and solicit prospective donors and key leaders of prospective new corporate partners.
- Identify grant opportunities and in-kind resources that support resource development goals.
- Leverage personal and professional contacts and relationships into fundraising opportunities.
- Uphold a fundraising culture in the organization, both at the staff and board levels.

Strategic Management

- Serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation.
- Collaborates with the Board of Directors to develop organizational goals and strategies and ensures that they are achieved.
- Ensures coordination and alignment of all activities to strategic direction in the areas of community impact and engagement, resource development, and staff alignment.

Organizational Management

- Accountable for people resources, building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results.
- Directly supervises all staff positions and establishes and monitors individual and team goals and outcomes.
- Assesses organizational capacity to implement strategies and identify gaps in systems and staffing.
- Ensures that organizational goals of inclusiveness and diversity among staff, board and volunteers are met.
- Maintains accountability for the organization's operational and fiscal integrity within the policies and procedures approved by the Board of Directors.
- Manages organizational spending, monitors budget compliance, audit requirements, and mitigates financial risks.

COMPETENCIES:

To perform this job successfully, the incumbent should demonstrate the following competencies:

- Unquestioned integrity
- Strong sense of accountability
- Strategic thinker
- Practical ability to get things done
- Wisdom and good judgment
- A fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives
- Excellent verbal and written communication skills

JOB REQUIREMENTS:

Incumbents must have a passion for working in a mission-driven organization.

Education:

Bachelor's degree in business, marketing, or related field or equivalent experience. Master's degree in non-profit leadership, desirable or related field, or equivalent experience.

Experience:

- Experience working in the nonprofit sector (United Way experience is desirable), and interacting with volunteers and diverse boards.
- Minimum of 5 years of experience in the leadership and management of organizations of comparable size and mission.
- Familiarity in issues relevant to the communities we serve.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration.
- Experience in or across multiple sectors, including nonprofit, public, and corporate environments.
- Experience in developing collaborative partnerships, conflict resolution, building and managing high-performance teams.
- Experience in building 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.

Flexibility to work occasional night and weekend hours may be required to complete FVUW activities successfully. Hybrid work schedule consideration – 4-day in office, 1-day remote.

DISCLAIMER:

This job description is intended to convey the essential functions of this position and it is not intended to be an exhaustive list of skills, duties, responsibilities or working conditions associated with the position.