

JOB DESCRIPTION

Job Title: President/CEO	Reporting To: Board of Directors through the Board Chair
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OVERALL PURPOSE OF THIS ROLE:

The President/Chief Executive Officer (CEO) leads, manages and directs the total operation of Butler County United Way (BCUW) and is responsible for the organization's mission to unite our community and maximize resources to build a stronger Butler County.

The President/CEO will manage all operations and activities, including providing direction to staff and ensuring proper fiscal and operational management. 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 nonprofit sectors. These individuals include corporate chief executives, local government leaders, labor representatives, leaders of other funding organizations, key planning organizations, agencies and representatives of other United Way organizations (both local and national).

KEY ACCOUNTABILITIES:

Strategic

- Work with the Board in the strategic planning process and annual review of the strategic plan
- Monitor the organization's progress against the strategic plan
- Provide vision and strategic insight to the Board for fulfilling the mission of the organization, utilizing input from multiple sources, including external and internal constituents
- Develop priorities for program activities in a manner that is consistent with the strategic plan and intent of the Board
- Insure that the Board has access to all information needed to carry out its governance responsibilities, to fully understand issues that impact the service area, trends in philanthropy and other information to support decisions regarding the direction of BCUW
- Identify new opportunities to build partnerships with a broad and diverse group of external constituents and leverage resources in an effort to maximize impact
- Partner with external organizations to encourage the exchange of information and the building of collaborations
- Participate in external meetings, councils, forums, etc. to insure we have the most current and relevant information to use in decision making
- Support an organizational culture of integrity, transparency and service

Community Leadership

- Advance the mission and image of the organization by serving as the chief representative to all internal and external stakeholders, including the Board, staff, local nonprofits, donors, the media, the government, and the general public
- Champion innovative approaches towards solving community issues

Development/Financial Resources:

- Provide leadership in developing the financial resources to help meet the health and human services needs of the community:
 - Establish financial development goals with the Board of Directors
 - Develop creative strategies and plans for achieving financial goals and assure appropriate staffing of the campaign structure
- Oversee all corporate and individual relationships and fundraising strategies
- Identify and develop new sources for partnerships and revenue generation

Governance

- Report regularly to the Board on the activities of the organization and progress toward meeting annual plan goals and strategic objectives
- Ensure Board members are kept informed of matters and developments that warrant their attention and best practices on organizational management and leadership
- Identify issues and policies that require the action of the Board
- Develop board meetings that allow the members to fulfill their operational responsibilities, but also to provide the opportunity for strategic discussion on organizational imperatives
- Staff the Board of Directors, Executive Committee, and other task forces and committees as appropriate

Administrative

- Set operational policies for the organization, and oversee their consistent and proper execution
- Establish the culture and programs to ensure that the organization attracts and retains the talent necessary to successfully carry out its programs and mission
- Staff the organization with fully competent, diverse professionals and delegate responsibilities/authority.
- Create an atmosphere that fosters the development of strong, effective teams and empowers staff through involvement and participation in decision making
- Ensure that the organization operates within the financial parameters set by the Board with an emphasis on maintaining a balanced operation, and that available resources are distributed appropriately
- Provide the fiscal oversight for the organization's investments, budgets, and financial reporting
- Supervisory responsibility.

CORE COMPETENCIES:

Visioning and Strategic Thinking

- Experience in developing strategic plans with a variety of stakeholders including other nonprofits, donors, government, corporations
- Ability to see the 'big picture' of how BC UW fits in Butler County and region and how it can continually enhance its impact on the community

Leadership

- Experience in building an organization dedicated to service and integrity
- Experience in developing, recruiting and retaining both staff and volunteers
- Extensive experience in building relationships with a broad and diverse group of constituents
- Ability to build partnerships to increase impact
- Ability to be strategic in both development and implementation of short- and long-term goals and objectives

Communicating and Influencing

- Ability to deliver clear, succinct and impactful verbal and written communications
- Knowledge of social media technology and its use in enabling effective communications
- Experience and ability in relationship building with a wide spectrum of constituents both individually and in group settings

Problem Solving and Decision Making

- Experience in analyzing complex sets of data and determining appropriate courses of action
- Skill in developing innovative approaches to solve internal and external issues
- Skill in engaging others to support problem resolution and understanding when that is appropriate
- Flexibility and ability to manage issues and crises calmly, diplomatically and effectively
- Ability to quickly understand multiple issues, to determine how they interconnect and to develop recommendations.

Business Knowledge

- Strong understanding of financial oversight
- Understanding of the factors that motivate people and organizations towards philanthropic giving and the ability to use this information to achieve the organization's mission

Personal Excellence

- Passion to make a positive difference in the lives of people in need
- Strength in being a decisive and compassionate leader
- Willingness to take strategic risks when appropriate
- Initiative, strong work ethic and drive for results

QUALIFICATIONS REQUIRED FOR THIS POSITION:

The President/CEO will have extensive experience in the management of organizations of comparable size and mission. The individual will possess sufficient expertise on issues relevant to the organization to make well-informed mission related decisions, and command the confidence and respect of stakeholders necessary to serve as the leader of the organization.

- Minimum of a Bachelor of Science Degree preferably in Business Administration or related field.

- Proven ability to lead a team
- Strong planning, interpersonal and communications skills
- Successful track record in diverse fundraising programs
- Proven ability to network, develop and maintain relationships with community representatives, business executives, foundation officials, donors and the media

Technical Knowledge

- Computer skills with emphasis on Microsoft Office (Outlook, Excel, Word, PowerPoint)
- Social media skills

For additional information regarding this position, please contact Larry Mulligan at resumes@bc-unitedway.org or visit <https://bc-unitedway.org/careeropportunities>.