

United Way of Hood County- Executive Director

ORGANIZATION OVERVIEW

About United Way of Hood County

The United Way of Hood County (UWHC) serves all communities of Hood County, including Granbury, Tolar and Lipan. UWHC's annual campaign provides financial and program support to typically 18-20 "partner agencies" annually. Partner agencies include programs with food pantries, medical/ dental clinic, Children's Advocacy Center, Community Centers and youth and senior programs, among others. United Way of Hood County's mission statement: To increase the organized capacity of people to care for one another in Hood County", culminating in the vision of "A united, compassionate and self-reliant community".

Position Summary: The Executive Director position is appointed and employed by the Board of Directors of the United Way of Hood County. Within the framework of the organization's by-laws and policies, the Executive Director has the authority to take necessary action to coordinate and direct the day-to-day operations of the corporation, and to develop and implement new United Way initiatives. The position requires excellent interpersonal and communication skills in order to build lasting relationships with various constituent groups. It requires the effective use of time, talent, and technology. In conjunction with the Board of Directors, the Executive Director represents and promotes the mission of the United Way to the community.

Reporting Relationship: The Executive Director is responsible to the Board of Directors, and communicates through the President of the Board of Directors.

Core Competencies of *all* staff:

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

The Executive Director must possess strong communication, organizational, and management skills, and the equivalent of 5 years' experience in the nonprofit sector specifically in the areas of nonprofit administration including communications, financial management, strategic planning, grant writing, fundraising and fund distribution, program development, evidence-based outcome

measurement, and volunteer management. The Executive Director also requires exceptional written and oral communications skills; and a good analytical aptitude to interpret community data, review nonprofit financials, programs and systems, and evaluate, monitor and refine United Way's systems and procedures to ensure compliance with governmental rules and regulations and United Way Worldwide requirements. The Executive Director must possess the capacity to work effectively with community leaders, donors and clients while demonstrating a blend of visionary leadership and cooperative teamwork style and the capability to help determine community needs.

Initiation, self-discipline and the ability to work without supervision while supervising and motivating others is necessary. The Executive Director must possess an understanding of local needs and national trends in the philanthropic sector and a compelling commitment to the improvement of the quality of life of the residents of Hood County. The ability to plan and manage change within the United Way and with agency relationships and to promote change in the broad community is essential.

Duties:

Board Leadership and Development: • Provide leadership to the volunteer Board of Directors in achieving its organizational goals through productive relationship management, knowledgeable guidance on matters of essential nonprofit policy, the development of strategic direction, and the distribution of ethical, informative, and responsible information. • Guide the Board of Directors in matters of bylaws interpretation, policy and procedure formulation and implementation, acquisition and retention of high quality volunteer leadership on the Board of Directors, and long and short-range goal setting. • Inform the Board of Directors on the advancement of the United Way of Hood County's mission and progress towards its organizational goals, the development of trends in direction and management of local nonprofit agencies, modification of United Way Worldwide standards and policies, and other trends the national nonprofit sector. • Assure that the Board of Directors membership is diverse and has broad community representation. • Work with the President and other committee chairpersons to plan meetings, provide relevant information, prepare agendas, and set schedules.

Community Impact: • Position United Way as a leader and a partner in community improvement ventures to advance the common good in Hood County and expand the role of United Way in addressing and solving community issues. • Provide services such as needs assessments, information and referral services, and collaboration on special projects that direct the community toward desired outcomes. • Cultivate important constituencies such as government officials, business leaders, other civic leaders, organized labor, and the faith community; and create partnerships to maximize resources. • Increase United Way's presence at meetings where public policy decisions affect human services support and resources. • Develop a sound working relationship with the Directors of all local nonprofit agencies by providing consultation regarding their services and programs, budgets, inter-agency cooperation and current community needs. • Network with and maintain cooperative relationships with other United Way organizations.

Community Investment: • Ensure that a sound Community Investment allocation process is followed. • Oversee Community Investment process by announcing fund availability, distributing applications, and coordinating volunteer review of applications. • Provide technical assistance to agencies' staff and volunteers, and United Way volunteers regarding allocation processes and operations. • Monitor agencies' activities to ensure that United Way of Hood County funds are used as intended. • Measure results of United Way's community investments and report impact to the community.

Operations: • Manage financial affairs including: development and monitoring of the operating budget; oversight of financial control policies; maintenance of financial records; preparation of audit; timely payment and filing of payroll and other taxes and reports; and payments to member agencies and vendors. • Supervise all office operations including: staff hiring, training, supervision, and development; maintaining written job descriptions for each staff and Board position, and managing time, space, equipment, and technological resources. • Manage programs for which United Way of Hood County is responsible including all Community Impact initiatives, FamilyWise Prescription Discount Program, 211, and others approved or acquired by the Board. • Maintain organizational compliance with United Way Worldwide campaign and membership requirements, including annual Database survey, Membership reports, and other brand requirements. • Research, apply for, and oversee or administer grants that will further the mission and goals of the United Way. • Enhance United Way community relationships by meeting with constituents to ensure public understanding. Plans the annual United Way campaign, setting annual goal jointly with Board of Directors. Fundraising • Develop ongoing personal contacts and cultivate current and potential donors, corporations and foundations. Keep donors informed of progress and significant accomplishments. • Manage and coordinate day-to-day support operations of the annual campaign including: volunteer recruitment and training; scheduling; promotion; preparation of materials; solicitations and presentations; and donor acknowledgement. • Use sound procedures, in accordance with the principles of United Way, to ensure efficient solicitation, collection and record keeping, including campaign pledges and payments. • Maintain campaign records and statistics. Analyze and evaluate fund raising and fund distribution results to benefit future campaigns. • Solicit contributions from corporations, individuals and foundations for contributions toward campaign, event sponsorships, and other fundraising efforts, as needed. • Prepare grant proposals for operating funds, endowment funds, capacity expansion, or community impact proposals.

Marketing and Public Relations: • Provide advice and administrative support to the Board in all fundraising activities. • Promote public understanding and support of local human service needs and programs by representing United Way in community activities. • Convey United Way message, positions, and policies to business leaders, government, other human services agencies, and the community-at-large. • Develop and implement an effective media plan that uses the media effectively. • Direct year-round public relations programs. • Develop campaign materials including: brochure, pledge forms, and electronic media.

Bylaws and policy compliance: The Executive Director must understand and comply with the Bylaws and Policies of the United Way of Hood County including but not limited to: • United Way of Hood County Bylaws • Code of Ethics Policy • Anti-Discrimination Policy • Conflict of

Interest Statement • Financial Policies and Procedures • Document Retention and Destruction Policy

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Manage and oversee the day to day operations of the office.
- Coordinate and administer all budget allocation activities.
- Establish and train staff and volunteers.
- Oversee annual fundraising campaign.
- Guide the Board in the annual allocation process.
- Provide strategic guidance, oversight, and vision to the Board of Directors and during all scheduled meetings.
- Maintains a close, positive working relationship with all community supported agencies and assist with all reporting to the Board of Directors. Is a part of local collaborative community partners.
- Other duties as assigned by the Board of Directors.

EDUCATION/REQUIREMENTS

Education: Four year degree preferred or equivalent experience.

Experience: 5 years of executive level leadership/management experience of a complex nonprofit organization or with considerable interaction with a nonprofit sector. Preference given to applicants with proven track record of successful federal and state grant awards.

Desirable, But Not Required:

Demonstrates extensive knowledge of marketing, specifically web-based.

WORK ENVIRONMENT

The work environment is primarily indoors in an office setting. Local travel is frequently required for off-site meetings. Out-of-state travel is minimal, with the exception of UWW trainings/ course offerings. There may be some flexibility offered on occasional flex work/ office from home, depending on board determination.

Salary Range: \$50,000 - \$60,000

All qualified applicants will receive consideration for employment at PwC without regard to race; creed; color; religion; national origin; sex; age; disability; sexual orientation; gender identity or expression; genetic predisposition or carrier status; veteran, marital, or citizenship status; or any other status protected by law. United Way of Hood County is proud to be an affirmative action and equal opportunity employer.

