

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR

UNITED WAY OF MIDLAND, TEXAS

Position Title: **EXECUTIVE DIRECTOR**

Reports to: Board of Directors

ORGANIZATION OVERVIEW

The United Way of Midland (UWM) began operations in 1947. The organization presently works with 26 community partners funding over 50 programs that directly reach over 54,000 citizens of Midland. UWM also sponsors Young Professionals of Midland (YPM). YPM provides leadership, networking and philanthropic opportunities to working professionals ages 21-40.

COMMUNITY OVERVIEW

Midland, Texas is a thriving and inviting West Texas city, conveniently located halfway between Fort Worth and El Paso. It is the capital of the Permian Basin, the center of the nation's oil and gas sector and presents unparalleled opportunities for business growth and career advancement. Midland is home to large international corporations, expanding family businesses and entrepreneurs. Our economy is growing and our residents enjoy the benefits of having the second highest personal income in the United States.

Midland is one of the fastest growing cities in Texas. Midland's population grew from 111,147 in 2010 to approximately 172,578 in 2018.

Midland is a regional hub for arts and culture. Residents enjoy visiting the Blakemore Planetarium, Children's Museum, Museum of the Southwest and the Petroleum Museum. Midland boasts of being home to the Midland Odessa Symphony, Midland Festival Ballet and the nationally recognized Midland Community Theatre. Midland is also home to the state-of-the-art Wagner Noel Performing Arts Center that has hosted performing artists ranging from Tony Bennett and Harry Connick, Jr. to Trisha Yearwood and Diana Ross.

The Midland International Air & Spaceport allows our citizens to enjoy suburban style living but easy travel worldwide.

The city is proud to be the hometown of former First Lady Laura Bush and the former home of two U.S. Presidents, George H.W. Bush and George W. Bush.

OVERVIEW OF RESPONSIBILITIES

The ED is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers. The ED leverages the power of relationships and networks and works across private, public and corporate sectors to improve conditions in the community. The ED possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The ED is the steward of the brand and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values networking and strives to leverage United Way's breadth of community presence, relationships and strategy.

KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

Community Impact:

The ED is responsible for the overall impact of United Way of Midland on the community, with emphasis on increasing its capacity to drive the impact agenda. The ED works closely with the Board to establish the strategy and set goals to achieve this increased impact, including raising the funds to support it. S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

Resource Development:

The ED is charged to drive key results in resource development; to identify, cultivate and solicit prospective donors and key leaders of potential new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to promote a culture of fundraising in the organization, both at the staff and board levels.

Strategic Management:

The ED 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 Midland senior leadership team to develop organizational goals and strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities in strategic direction in the areas of community impact, resource development and staff alignment.

Organizational Management:

The ED 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. The ED assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises senior leadership positions and establishes individual goals; works with the Director of Finance to manage organizational spending, monitor budget compliance and mitigate financial risks; and ensures that United Way of Midland goals of inclusiveness and diversity among staff and volunteers are met.

EXPERIENCE / POSITION REQUIREMENTS

- Ability to command the confidence and respect of stakeholders
- A demonstrated track record of building collaborations in the community at large
- Experience in or across multiple sectors, including nonprofit, public and corporate environments
- Experience in developing partnerships, building teams and conflict management
- 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
- Expertise on issues relevant to the organization

S/he has unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgement; 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; a high energy level and sense of humor.

PLEASE SUBMIT ALL RESUMES AND INQUIRIES NO LATER THAN MARCH 20, 2020 TO:

UNITED WAY OF MIDLAND, TX

ATTN: SUSAN GILMORE

sgilmore@uwmidland.org

1209 W. WALL STREET

MIDLAND TX 79701