



The United Way of Smith County (UWSC) Board of Directors is conducting a search for its President/Chief Executive Officer (CEO).

OVERVIEW OF RESPONSIBILITIES.

The President/CEO is the leader of the organization and provides innovative, collaborative leadership for the UWSC in developing financial resources and in identifying and responding to education, financial stability, health, and crisis intervention community programs.

KEY ROLES.

The President/CEO, in support of the UWSC's mission and goals, is responsible for the leadership, direction and support to the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies, as well as providing leadership and direction to staff in carrying out the position's key roles, which include:

- Maintaining and building internal and external relationships
- Directing and growing fundraising campaigns
- Leading and fostering development/cultivation efforts
- Communicating effectively with all stakeholders
- Providing strategic planning and administrative guidance
- Ensuring administration and financial affairs of the UWSC are conducted in accordance with acceptable standards of business and regulatory agencies
- Coordinating board of directors' activities and development
- Serving on appropriate community groups and organizations

POSITION REQUIREMENTS.

The position requires:

- Ability to think and act strategically
- Proven track record in successful fundraising
- Develop and oversee project management
- Operational/fiscal management, familiarity with economic and community development issues
- Experience with staff, team and leadership development
- Exceptionally strong public speaking and communication skills, along with relationship management skills

The desired candidate exhibits passion and the ability to engage and motivate employees and groups. The desired candidate also manages relationships effectively and presents oneself in an appropriate and professional manner. The candidate must demonstrate their ability to be a creative and innovative thinker and open-minded to different opinions.

SKILLS/KNOWLEDGE REQUIRED.

- Bachelor's degree from an accredited college or university. (Master's degree preferred)
- A minimum of five to seven years of executive/senior level experience in the leadership capacity, including managing staff and/or volunteers
- Thorough knowledge of board governance, the principles and practices of managing nonprofit organizations, resource development activities, budget planning and management of sources of funding
- Demonstrated ability to organize, direct, plan and coordinate operations
- Leadership skills, including negotiation, problem-solving, decision-making, delegation
- Strong communication skills, both oral and written
- Ability to establish and maintain effective working relationships with the Board of Directors, staff, community groups, Partner agencies and other related agencies
- Basic knowledge of asset management including financial resources and property

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT. Ability to:

- Sit or stand for long periods of time is required
- Communicate orally in small or large group settings is required
- Navigate from place to place throughout the community and travel to meetings and events as necessary; Other travel may be required

COMPENSATION. Compensation is commensurate with experience and consistent with organizational policies and resources. The expected compensation range is between \$80,000 to \$100,000.

EOE. UWSC is an Equal Opportunity Employer.

DISCLAIMER. The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICANT INSTRUCTIONS. All applicants are requested to provide a cover letter, resume and references to the attention of Mike Thomas at 2203 Oak Aly, Tyler, TX 75703, or email to mike@mst-cpa.com. Applications should be received no later than June 28, 2019.