



Executive Director

The United Way of Hunt County (UWHC) seeks to offer help and hope to thousands of people living in the Hunt County community.

Thanks to the generous support of the people in Hunt County, our United Way is creating high-quality programs and partnerships with other nonprofit agencies to make positive changes in the community that focus on health, education and financial stability. The mission of UWHC is to help all citizens of Hunt County achieve financial stability, improve education and promote healthier living.

This mission will be achieved by helping identify and creating awareness for human service needs, raising and distributing funds to prioritize human service programs based on identified impact areas and program outcomes, collaborating with our agencies and other community partners, demonstrating accountability to donors, agencies, program beneficiaries and the local community, and recruiting and maintaining a diverse, vibrant, working board of directors comprised of volunteers.

Position Summary:

The Executive Director is the key leader of UWHC, establishing a vision for community impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The Executive Director leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions of the community. The Executive Director possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The Executive Director is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The Executive Director is the steward of the United Way brand and understands their role in growing and protecting the reputation of United Way. They are responsible for building trust in United Way and its relevance in the community. The Executive Director values network and strives to leverage United Way's breadth of community presence, relationships, and strategy.

Full-time – 40+ hours per week – Exempt position

The Executive Director reports directly to the Board of Directors.

JOB RESPONSIBILITIES

Key Responsibilities & Essential Functions:

Community Impact

The Executive Director is responsible for the overall impact of United Way of Hunt County on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The Executive Director works closely with the Board of Directors to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. They will establish and build relationship with top leaders in the community, including those representing the highest levels in business, government and nonprofit sectors.

Resource Development

The Executive Director is charged to drive key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders of prospective 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 level.

To apply, send resume to info@unitedwayofhuntcounty.org.



Strategic Management

The Executive Director serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation; partners with the Board of Directors to craft organizational goals and develops strategies to ensure that they are achieved; ensures coordination and alignment of all UWHC activities to strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management

The Executive Director maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The Executive Director assesses organizational capacity to implement strategies and identify gaps in systems and staffing; works with the Board of Directors to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that UWHC goals of inclusiveness and diversity among staff and volunteers are met.

Job Responsibilities:

- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization.
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Serve as the United Way of Hunt County's primary spokesperson to the organization's constituents, the media and the general public.
- Complete and fully meet the United Ways of Texas and United Way Worldwide Standards and confirm with the proper documentation.
- Oversee the day-to-day operations of the organization.
- Manage the planning, implementation, execution and evaluation of special projects and events.
- Maintain current information regarding the needs of clients and the community within the service region
- Supervise, collaborate with organization staff and volunteers.
- Supervise and direct the financial operations of the organization including the processing of donations and pledges, accounts receivable, accounts payable, financial reports, budgets and investment strategy.
- Ensure adherence to the organization's budget and monitor fiscal expenditures.
- Manage the preparation of financial and fundraising reports for Board and committee meetings.
- Oversee the organization's annual audit process.
- Create, maintain and support appropriate training programs, materials and systems for campaign volunteers.
- Develop and enhance positive relationships and communication both written and verbal with existing and potential donors.
- Implement appropriate recognition practices for individual and group donors including acknowledgment of gifts.
- Speaks at employee, community, and organizational meetings when permitted.
- Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the United Way of Hunt County's Mission.
- Oversee marketing and other communications efforts.
- Other duties as assigned by the Board of Directors.

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Experience/Position Requirements:

- Experience working in the nonprofit sector (United Way experience is desirable), and interacting with volunteers and diverse boards. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with 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.

EDUCATION AND REQUIREMENTS

- A bachelor's degree in Social Work or Business Administration *preferred*

CORE COMPETENCIES:

- **Mission-Focused:** Catalyze others; performance and professional motivation is commitment to mission to create real social change that leads to better lives and healthier communities.
- **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 brand and understands their role in growing and protecting the reputation and results of the greater network.
- **Visionary:** Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
- **Team-Builder:** First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.
- **Outward Turning:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations.
- **Business Acumen:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.
- **Network-Oriented:** Values the power of networks; striving to leverage United Way's breadth of community presence, relationship, and strategy.

The United Way of Hunt County is an equal opportunity/affirmative action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

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