

Application Instructions

Please submit your resume and a detailed cover letter describing how you meet each of the 11 Qualifications and Requirements listed in this Position Information document by July 22nd, 2022.

The website is job@unitedwayskagit.org

The timeline is to notify all applicants by July 29th as to our interest in considering them for phone screening and in person interviews. The selection will be finalized by August 19th with an anticipated start date of September 1st 2022. Thank you for your interest.

Position Information

United Way Executive Director Position Description

Reports to:	Board of Directors
Affiliation/Hours of Work	Exempt/Full-Time, occasional evening/weekend functions, hybrid with a regular in-person presence needed with some flexibility for working remotely
Anticipated Start Date:	September 1, 2022
Direct Report Staff:	5
Salary Range:	\$70,000 - \$75,000 depending on qualifications
Benefits:	Medical Insurance, Vacation, Holidays/Personal Days, Travel and Cell Phone allowance, Retirement contribution, Flexible working arrangements

Organization Overview

Founded in 1963 as United Good Neighbors, the local United Way Board changed the name in 1973 to United Way of Skagit County to coordinate with our national United Way organization. Since then, UWSC has transitioned from being a partner fundraising organization to a community impact agency. In 2017, the Board selected early childhood development as our primary focus area, with the Bold Goal of “By 2025, all Skagit children entering kindergarten are ready to learn.”

Overview of Responsibilities

The Executive Director is responsible to work with a diverse team of leaders, staff and volunteers to achieve the vision of Community Impact and the Bold Goal as developed by the Board of Directors. The Executive Director understands the value of collaboration and relationships and works across private, public and corporate sectors to help our organization make a positive impact in our community. They are dedicated to shared and measurable goals for the common good – creating, resourcing and leveraging strategies for broad investment and impact. The Executive Director is responsible for the ongoing trust in the United Way brand and helping the organization continue its relevance in the community.

Qualifications and Requirements

1. Minimum 5 years of work experience with at least 2-3 years of senior management level experience in a non-profit organization or executive level corporate or public sector experience
 - 2-3 years of experience within the non-profit sector as management, Board Member or a volunteer is preferred
 - Previous experience working for a Board of Directors is beneficial.
 - Demonstrated success raising funds to support a mission
2. Bachelor's Degree or Associate's Degree in a related field
3. Ability to support the development and communication of a compelling and inspired vision among Board Members, donors, staff, volunteers, service providers, business leaders and the community.
4. Demonstrates broad knowledge, passion and perspective regarding Skagit County community issues and the unique role that United Way has to build an equitable, positive, sustainable quality of life for all.
5. Demonstrates strong listening, writing, public speaking and presentation skills.
6. Expertise in corporate, employee, individual and special event fundraising.
7. Experience with social media, marketing and public relations communications
8. Demonstrates drive for accomplishment and getting results through strong leadership and collaboration. Also demonstrates ability to measure results with effective metrics
9. Demonstrates knowledge of effective tools/development programs to build and lead high performance Board and staff teams
10. Displays a broad understanding of diversity and equity and a commitment to helping the organization determine actions to address inequity gaps.
11. Demonstrates proven fiscal management and responsibility to properly oversee an organization's budget and build trust in the organization's ability to act as a reliable steward of its finances.

Essential Duties and Responsibilities

- Assumes a major leadership role in fulfilling United Way's mission in the community. Chairs or plays a key role with task forces and committees working with community issues.
- Meets regularly with community members and decision makers and maintains positive relationships with the public. These include corporate executives, government leaders and representatives of other organizations.
- Creates an atmosphere that fosters the development of a strong volunteer leadership group and an effective Board of Directors. As a supervisor, creates an inclusive, positive, fun work environment so the staff is efficient, productive and is able to contribute to their full potential and develop required skills.
- Provides leadership in developing the financial resources needed to accomplish the Community Impact goals as established by the Board of Directors. Works with the Board, other volunteers and staff to raise funds from workplace campaigns, individuals, corporations, government and foundation grants and planned gifts. Ensures regular communications with donors.

- Leads the annual review and update of the Strategic Plan, assists in development of strategies and monitors the organization's progress regarding the achievement of the agreed goals.
- Develops, implements and monitors annual operating budget. Approves and oversees expenditures in accordance with United Way financial policies.
- Serves as principle staff resource to the Board President, Executive Committee, Board of Directors and key committees providing needed reports, monitoring key metrics and recommending actions.

Core Competencies

Visionary – The Executive Director helps the Board of Directors develop their vision for the impact this organization hopes to achieve in our community. The ED provides purpose, direction and motivation.

Organizational Leadership – The Executive Director demonstrates strategic leadership balanced with results driven, respect for others and trust building within the organization, with the Board and stakeholders. Proactively drives the organization to a higher level of performance, efficiency and growth through inspiring action and commitment for best results.

Community Leadership – The Executive Director has a growth mindset, builds and cultivates networks of relationships, is influential and leverages United Way's unique position as a convener of interested people and organizations. They successfully navigate the complex dynamics of local, regional and national interests.

Provides Sound Fiscal Oversight – The Executive Director is effective at leading efforts to generate and grow financial support for the organization. They are able to raise funds by effectively engaging donors (individuals, corporations, major giving) and communicating the outcomes of their investments.

Relationship Oriented – The Executive Director understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

Partnership Mindset & Network-Oriented – The Executive Director fosters trust, interdependence and collaboration. They act as a convener, helping community, non-profit & business leaders connect and collaborate. They value external networks, and builds or participated in coalitions to seek information of strategic importance and to seek a position of influence in key forums.

Collaborator – The Executive Director understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

Results-Driven – The Executive Director is dedicated to shared and measurable goals for the common good; creating, resourcing and leveraging strategies and innovations for broad investment and impact.

Brand-Steward – The Executive Director is a steward of the United Way brand and understands their role in increasing community trust in the organization and growing and protecting the reputation and results of the greater network.