



We have an outstanding career opportunity for a self-driven and highly competent individual who is a community-minded leader that desires to help influence changes that will make a positive impact in the lives of individuals in northern Chautauqua County. This person will leverage the power of relationships and networks, working across corporate, government, private, and public sectors to enhance outcomes linked to strategic priorities in the areas of health, education, and financial stability. This is the heart of what it means to LIVE UNITED.

Position: Executive Director	Supervises: All staff, contractors, and volunteers
Reports to: UWNCC Board	Status: FT/Exempt
Date Last Reviewed: 7/14/2023	Salary: \$55,500/year
TO APPLY: Please forward resume, cover letter, and 3-5 professional references by email to board@unitedwayncc.org .	

POSITION SUMMARY

The Executive Director (ED) will serve as the chief professional officer for the United Way of Northern Chautauqua County. The person fulfilling this role will be responsible to ensure that the organization is meeting goals as set by the board, complying with all legal and financial obligations, maintaining UWW Membership requirements, as well as programmatic and fundraising activities. The ED will leverage members of the board, develop relationships within the community, and manage staff in such a way that the organization continues to grow and is recognized as a leader in northern Chautauqua County's nonprofit and business landscape.

GENERAL DUTIES

- Provide fiscal oversight by monitoring budget, and regular accounting reports to ensure that cashflow is adequate to meet obligations and needs.
- Act as the organization's development officer; building relationships with donors and funders, monitoring funding opportunities, and engaging donors in a way that ensures revenue growth.
- Ensure that reports are completed in a timely fashion for governmental agencies, United Way Worldwide, and interested stakeholders, such as funders or grant making organizations.
- Act as a steward to the board to ensure required records are maintained, and board activity is consistent with UWNCC By-laws, and local, State, and Federal requirements.
- Assist with board and committee recruitment, to help ensure appropriate community representation on UWNCC board.
- Manage, delegate, and engage partners to ensure that community programs are executed in a way that makes them accessible, equitable, and impactful.
- Manage needs of UWNCC office building, enter into service/repair agreements when authorized to do so under budget or with direct authority granted by the Board.



- Manage all staff, contractors, and those engaged in substantial volunteer activity to meet stated outcomes and ensure compliance with State and Federal regulations.
- Attend board meetings and provide clear representation of UWNCC outcomes, challenges, and threats. Engage with stakeholders to find solutions to share with the Board.

COMPETENCIES

- Results Oriented- The Executive Director can clearly identify and plan for measurable results which lead to stronger outcomes for the community and operational objectives of the UWNCC. This will require a high-level of business acumen and broad management skillset to raise funds by effectively engaging and linking a variety of donors (individuals, corporations, major giving, other segments) for broad investment and impact.
- Mission Focused- The Executive Director must provide vision and leadership among staff, the Board, and community. Remaining mindful of the United Way mission and purpose should dictate actions which build upon work United Way has done and is doing in the community they serve. Initiates and leads change and transformation: Recognizes when it's time to shift strategic direction, and anticipates and adapts to changes to sustain competitive advantage.
- Relationship Oriented- The Executive Director is responsible for cultivating and managing relationships, fostering an atmosphere of trust, while taking a collaborative approach to addressing issues. Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

POSITION REQUIREMENTS

- 5 years' experience in working with community-based programs with clear evidence of strong connection to community, and existing relationships with local businesses, or proven experience of ability to develop these connections quickly in another community.
- 3-5 years of organizational management experience involving the preparation of, management of, or reporting on budgets and financial statements.
- 3-5 years' experience in writing, managing, awarding, or reporting on grants.
- Bachelor's Degree in a relevant field of study, or experience which exceeds the above expectations, with a minimum of an associate degree.

United Way of Northern Chautauqua County is an equal opportunity employer in its policies, actions and goals in compliance with state, federal and local laws and regulations. It is the policy of UWNCC to grant equal opportunity to all qualified persons without regard to race, color, age, gender, sexual orientation, pregnancy, religion, disability, national origin or other legally recognized basis for illegal discrimination.