

Clinton County United Way
Job Description
Executive Director

United Way Mission: The mission of the Clinton County United Way is to improve the health, education, and financial stability of Clinton County residents through direct assistance, program funding, and advocacy.

Position Summary: The Executive Director shall serve as the Chief Professional Officer and the chief operating officer of the Clinton County United Way. The position is appointed and employed by the Board of Directors of the Clinton County United Way. Within the framework of the organization's by-laws and policies, the Executive Director has the authority to take necessary action to coordinate and direct the day-to-day operations of the corporation, and to develop and implement new United Way initiatives. The position requires excellent interpersonal and communication skills in order to build lasting relationships with various constituent groups. It requires the effective use of time, talent, and technology. In conjunction with the Board of Directors, the Executive Director represents and promotes the mission of the United Way to the Clinton County community.

Reporting Relationship: The Executive Director is responsible to the Board of Directors, and communicates through the President of the Board of Directors.

Core Skills Desired (Summarized)

- Excellent communication skills are a must
- Interpersonal relationship skills are a must
 - Networking and Relationship building skills are critical
- Experience with non-profit management is preferred
- Technology skills (MS Office Suite /GSuite) are critical
 - Website Experience Preferable
 - Experience with Accounting Software (QuickBooks) preferred
 - Experience with CRM (Constituent Relationship Management) Software preferred
- Fiscal Responsibility is a must
 - Experience with preparing, overseeing and adhering to a budget is preferred
- Ability to work independently and collaboratively with other agencies, board members, and the public is a must.
- Event Planning and Management as it relates to fundraising is preferred
- Organizational Skills are a must.

Core Competencies: The Executive Director must possess strong communication, organizational, and management skills, and the equivalent of 5 years experience in the nonprofit sector specifically in the areas of nonprofit administration including communications, financial management, strategic planning, grant writing, fundraising and fund distribution, program development, evidence-based outcome measurement, and volunteer management.

The Executive Director also requires exceptional written and oral communications skills; and a good analytical aptitude to interpret community data, review nonprofit financials, programs and systems, and evaluate, monitor and refine United Way's systems and procedures to ensure compliance with governmental rules and regulations and United Way Worldwide requirements. The Executive Director must possess the capacity to work effectively with community leaders, donors and clients while demonstrating a blend of visionary leadership and cooperative teamwork style and the capability to help determine community needs. Initiation, self-discipline and the ability to work without supervision while supervising and motivating others is necessary.

The Executive Director must possess an understanding of local needs and national trends in the philanthropic sector and a compelling commitment to the improvement of the quality of life of the residents of Clinton County. The ability to plan and manage change within the United Way and with agency relationships and to promote change in the broad community is essential.

Core Duties (Summarized)

- Advise, work with, and assist in developing board members and long-term strategy
- Raise funds from multiple community streams including:
 - Workplace Campaigns
 - The Public
 - Events & Event Planning
 - Grants
- Work with other non-profit organizations (partner & non-partner) and provide oversight as required by the United Way Worldwide
- Oversee and accurately account for grants received and given
- Make decisions regarding partner programming and funding
- Management of one employee (payroll experience preferred)
- Manage the day-to-day workings of an office environment
- Track revenues and expenses accurately and in accordance with industry standards
- Make referrals as needed to the public guiding them to appropriate resources
- Work with local media, and social media to promote the mission of the United Way and its partners
- Be an advocate for the underserved in accordance with the mission of the United Way

Duties:

Board Leadership and Development:

- Provide leadership to the volunteer Board of Directors in achieving its organizational goals through productive relationship management, knowledgeable guidance on matters of essential nonprofit policy, the development of strategic direction, and the distribution of ethical, informative, and responsible information.

- Guide the Board of Directors in matters of bylaws interpretation, policy and procedure formulation and implementation, acquisition and retention of high quality volunteer leadership on the Board of Directors, and long and short-range goal setting.
- Inform the Board of Directors on the advancement of the Clinton County United Way's mission and progress towards its organizational goals, the development of trends in direction and management of local nonprofit agencies, modification of United Way Worldwide standards and policies, and other trends the national nonprofit sector.
- Assure that the Board of Directors membership is diverse and has broad community representation.
- Work with the President and other committee chairpersons to plan meetings, provide relevant information, prepare agendas, and set schedules.

Community Impact:

- Position United Way as a leader and a partner in community improvement ventures to advance the common good in Clinton County and expand the role of United Way in addressing and solving community issues.
- Provide services such as needs assessments, information and referral services, and collaboration on special projects that direct the community toward desired outcomes.
- Cultivate important constituencies such as government officials, business leaders, other civic leaders, organized labor, and the faith community; and create partnerships to maximize resources.
- Increase United Way's presence at meetings where public policy decisions affect human services support and resources.
- Develop a sound working relationship with the Directors of all local nonprofit agencies by providing consultation regarding their services and programs, budgets, inter-agency cooperation and current community needs.
- Network with and maintain cooperative relationships with other United Way organizations.

Community Investment:

- Ensure that a sound Community Investment allocation process is followed.
- Oversee Community Investment process by announcing fund availability, distributing applications, and coordinating volunteer review of applications.
- Provide technical assistance to agencies' staff and volunteers, and United Way volunteers regarding allocation processes and operations.

- Monitor agencies' activities to ensure that Clinton County United Way funds are used as intended.
- Measure results of United Way's community investments and report impact to the community.

Operations:

- Manage financial affairs including: development and monitoring of the operating budget; oversight of financial control policies; maintenance of financial records; preparation of audit; timely payment and filing of payroll and other taxes and reports; and payments to member agencies and vendors.
- Supervise all office operations including: staff hiring, training, supervision, and development; maintaining written job descriptions for each staff and Board position, and managing time, space, equipment, and technological resources.
- Manage programs for which Clinton County United Way is responsible including all Community Impact initiatives, the Imagination Library, FamilyWise Prescription Discount Program, Pennsylvania 211, the Emergency Food and Shelter Program, the Clinton County Homeless Assistance Program, and others approved or acquired by the Board.
- Maintain organizational compliance with United Way Worldwide, United Way of Pennsylvania, State Employees Combined Appeal Campaign and Combined Federal Campaign.
- Research, apply for, and oversee or administer grants that will further the mission and goals of the United Way.
- Enhance United Way community relationships by meeting with constituents to ensure public understanding. Plans the annual United Way campaign, setting annual goal jointly with Board of Directors.

Fundraising

- Develop ongoing personal contacts and cultivate current and potential donors, corporations and foundations. Keep donors informed of progress and significant accomplishments.
- Manage and coordinate day-to-day support operations of the annual campaign including: volunteer recruitment and training; scheduling; promotion; preparation of materials; solicitations and presentations; and donor acknowledgement.

- Use sound procedures, in accordance with the principles of United Way, to ensure efficient solicitation, collection and record keeping, including campaign pledges and payments.
- Maintain campaign records and statistics. Analyze and evaluate fund raising and fund distribution results to benefit future campaigns.
- Solicit contributions from corporations, individuals and foundations for contributions toward campaign, event sponsorships, and other fundraising efforts, as needed.
- Prepare grant proposals for operating funds, endowment funds, capacity expansion, or community impact proposals.

Marketing and Public Relations:

- Provide advice and administrative support to the Board in all fundraising activities.
- Promote public understanding and support of local human service needs and programs by representing United Way in community activities.
- Convey United Way message, positions, and policies to business leaders, government, other human services agencies, and the community-at-large.
- Develop and implement an effective media plan that uses the media effectively.
- Direct year-round public relations programs.
- Develop campaign materials including: brochure, pledge forms, and electronic media.

Bylaws and policy compliance: The Executive Director must understand and comply with the Bylaws and Policies of the Clinton County United Way including but not limited to:

- Clinton County United Way Bylaws
- Code of Ethics Policy
- Anti-Discrimination Policy
- Conflict of Interest Statement
- Financial Policies and Procedures
- Document Retention and Destruction Policy

WORKING CONDITIONS: The Executive Director is an exempt, salaried employee of Clinton County United Way, either part or full time, as determined by the Board of Directors. The regular workweek is Monday thru Friday 9:00am - 4:00 pm. Meetings, annual campaign, and special events will require time outside the regular workweek, which can be adjusted to accommodate the additional hours.

WORKING BENEFITS: The Executive is eligible to receive a stipend towards their healthcare. In a rapidly evolving world, the Clinton County United Way recognizes the importance of work/life balance and as such, provides vacation time, sick time, holiday pay, compensation time, and flexibility.