United Way of the
Greater Dayton Area

POSITION DESCRIPTION

Job Title: President and CEO
Team: Executive
Reports To: Board of Directors

DATE: 5-24-2022
Contact: Tiffanyr@dayton-unitedway.org

The President/Chief Executive Officer (CEO) will maintain a strong relationship with the United Way Worldwide organization by staying abreast of the overall position of the global organization. The President/CEO will assure the local organization stays in compliance with all regulations and membership requirements. The President/CEO will participate in UWW committees and programs as deemed necessary and beneficial. The President/CEO will report back to the local board pertinent information in regards to the status of UWW.

The President/CEO leads, manages and directs the total operation of United Way of the Greater Dayton Area (UWGDA) and is responsible for the organization's mission to unite our community and maximize resources to build a stronger Montgomery, Preble and Greene Counties.

The President/CEO will assure a strategic plan for the organization taking into account the direction of United Way national strategies, community needs for support and overall success in fundraising to support those needs.

The President/CEO will maintain significant relationships with persons at all levels within the public, private and nonprofit sectors. These individuals include corporate chief executives, local government leaders, labor representatives, leaders of other funding organizations, key planning organizations, agencies and representatives of other United Way organizations (both local, regional, state and national).

Required Critical Competencies:
Leadership
Business Acumen
Team-Centered
Results Oriented
Self-Directed
Fundraising

Preferred Skill Sets:
Culturally Astute
Communication at all Levels of Business
Analytics/Problem Solving
Interpersonal Relation Management
Cross-Functional
Highly Computer Literate

Key Responsibilities

The candidate for this position will work with the Board in the strategic planning process and annual review of the strategic plan; will also monitor the organization's progress against the strategic plan. This position will assure a vision and strategic insight to the Board for fulfilling the mission of the organization, utilizing input from multiple sources, including external and internal constituents.

The President/CEO develops priorities for program activities in a manner that is consistent with the strategic plan and intent of the Board. He/She also ensures that the Board has access to all information needed to carry out its governance responsibilities, and to fully understand issues that affect the service area, trends in philanthropy and other information to support decisions regarding the direction of UWGDA.

The President and CEO will identify new opportunities to build partnerships with a broad and diverse group of external constituents and leverage resources in an effort to maximize impact. He/She will collaborate with external organizations to encourage the exchange of information and the building of partnerships. Participation in external meetings, councils, forums, etc. to insure we have the most current and relevant information to use in decision-making. A high level of support including integrity, transparency and service for the organization is required.

Community Leadership

Essential functions of this position include:

- Advance the mission and image of the organization by serving as the chief representative and spokesperson to all internal and external stakeholders, including the Board, UWW, staff, local nonprofits, donors, the media, the government, and the public.
- Champion innovative approaches towards solving community issues and providing leadership towards the development of financial resources to help meet the health and human services needs of the community.
- Aid in identifying new sources for partnerships and revenue generation.
- Serve on community boards and committees to represent UWGDA in forging collective impact and collaboration with community partners in the execution of our mission to Lead A United Community To Uplift Our Neighbors

Development/Financial Resources

The President/CEO in collaboration with the executive team and Board of Directors will develop creative strategies and plans for achieving financial goals by:

- Oversight for annual operating budgets
- Assuring appropriate staffing
- Adhering to and/or adjusting operating budgets as indicated and appropriate
- Assuring all appropriate steps to create a diverse portfolio for raising funds

Governance

The President and CEO will:

- Report regularly to the Board on the activities of the organization and progress toward meeting annual plan goals and strategic objectives.
- Inform Board members of matters and developments that warrant their attention and best practices on organizational management and leadership.
- Identify issues and policies that require the action of the Board. He/She will schedule board meetings that allow the members to fulfill their operational responsibilities, but also to provide the opportunity for strategic discussion on organizational imperatives.
- Staff the Board of Directors, Executive Committee, and other task forces and committees as appropriate and assure adherence to the bylaws of the organization.

Administrative Requirements

This position sets operational policies for the organization, and oversees consistent and proper execution, as well as establishes programs to ensure that the organization attracts and retains the talent necessary to carry out its programs and mission. The President and CEO must create an atmosphere that fosters the development of strong, effective teams and empowers staff through involvement and participation in decision-making. He/She will also work to ensure that the organization operates within the financial parameters set by the Board. The President and CEO maintains a balanced operation, and ensures that resources are distributed appropriately. Providing fiscal oversight for the organization's investments, budgets, financial reporting, compliance and supervisory responsibility are included.

Qualifications Required

The President/CEO will have extensive experience in the management of organizations of comparable size and mission. The individual will possess sufficient expertise on issues relevant to the organization to make well-informed mission related decisions and command the confidence and respect of stakeholders necessary to serve as the leader of the organization.

- Minimum of a Bachelor of Science Degree preferably in Business Administration or related field.
- Proven ability to lead a team.
- Strong planning, interpersonal and communications skills.
- Successful record of accomplishment in diverse fundraising programs.
- Proven ability to network, develop and maintain relationships with community representatives, business executives, foundation officials, donors and the media.

Technical Knowledge

- Computer skills with emphasis on Microsoft Office (Outlook, Excel, Word, PowerPoint).
- Social media skills.

Cover letters and resumes can sent to: Tiffanyr@dayton-unitedway.org

United Way of the Greater Dayton Area is an Equal Opportunity Employer.