

Executive Director

**Organization Summary/Mission/Vision**

United Way of Laramie County fights for the health, education, and financial stability of every person in every community. No matter the obstacles; no matter the odds. We surround a community’s most critical problems, and we fight—for those who need a voice, and those whose names we do not know.

We strive to be a symbol of hope, an agent for change, a leader, a convener, a hand-raiser, a game-changer, and an organization working to improve the quality of life for everyone in Laramie County. We envision a community where all individuals and families have the opportunity to achieve their full potential, and that fosters hope and opportunity for everyone:

* where all youth live in a safe environment and prepare to succeed in school and life;
* where our neighbors in crisis receive resources and tools to begin productive livelihoods and become stronger families;
* where everyone receives effective health care that improves the quality of life;
* where our community sets significant and measurable goals to advance and achieve these fundamental building blocks of human development.

**Position Summary**

The Executive Director is the key management leader of the United Way of Laramie County, 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 is the Chief Mobilizer and Change Agent; leveraging 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 brand and is responsible for growing and protecting the reputation of United Way, and building trust, while keeping United Way relevant in the community. The Executive Director values network and strives to leverage United Way’s breadth of community presence, relationships, and strategy.

**Position Requirements**

**Areas of Accountability**

*Community Impact*

Responsible for the overall impact of United Way of Laramie County on the community, with emphasis on increasing its capacity to drive the impact agenda. Work closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. Establish and build relationships with top leaders in the community, including key individuals in business, government and non-profit sectors.

*Resource Development*

Drive key results in fundraising to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; leverage personal and professional contacts and relationships into fundraising opportunities; and promote a culture of fundraising in the organization, both at the staff and board level.

*Strategic Management*

Serve as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. Partner with the Board of Directors and the United Way of Laramie County Senior Leadership team to craft organizational goals and develop strategies to ensure that they are achieved. Ensure coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment.

*Organization Management*

Accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. Maintain accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. Assess organizational capacity to implement strategies and identify gaps in systems and staffing. Directly supervise staff positions and establish individual goals. Work with the Board of Directors to manage organizational spending, monitor budget compliance, mitigate financial risks, and ensure that the United Way of Laramie County goals of inclusiveness and diversity among staff and volunteers are met.

**Key Responsibilities & Essential Functions**

* Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and supporting visibility, reputation, and relevance of the organization
* Lead, develop, and build a collaborative team
* Develop and implement organizational goals and strategic plans
* Oversee planning and administration of operational budgets
* Serve as the United Way of Laramie County’s primary spokesperson to the organization’s constituents, the media and the general public
* Establish and maintain relationships with key community organizations in order support the organization’s strategy, goals, and mission
* Engage in fundraising and revenue development initiatives
* Oversee marketing and communications efforts
* Lead Board, committee, and staff meetings
* Develop and implement employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit
* Review and approve contracts for services
* Perform other duties as assigned by the Board of Directors relevant to the role

**Experience/Knowledge/Skill/Ability Requirements**

* Substantial experience working in the nonprofit sector (United Way experience preferred), including demonstrated success collaborating with volunteers and diverse boards, and/or similar experience in the leadership and management of organizations of comparable size and mission
* A demonstrated track record of promoting diversity, and an ability to build collaboration with the community at large
* Experience working in organizations across multiple sectors, including nonprofit, public and corporate environments preferred
* Experience in developing partnerships, building teams and conflict management
* Experience in building revenue and/or increasing philanthropic support
* Sound knowledge and understanding of financial, accounting, and general business management and issues relevant to the organization
* Solid verbal and written professional communication skills
* Technology skills, including use of computers/devices and programs relevant to the role; ability to leverage technology in order to enhance operations and create efficiencies
* Ability to command the confidence and respect of stakeholders
* Ability to challenge status quo, offer new ideas, and implement new strategies
* Ability to effectively adapt to, lead and manage change
* Ability to demonstrate sound judgment, fairness, and consistency in decision-making
* Ability to maintain a high-level of energy and enthusiasm in working toward organizational goals

**Education Requirements**

* Bachelor’s degree in social work, business, or related field (or equivalent combination of education and experience) preferred
* Relevant Professional certifications a plus

**Core Competencies**

**Mission-Focused:**Catalyze others; commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.

**Change-agent:** Identifies a more desirable future for the organization and for the community; able to create a plan and implement the change necessary to work toward that future.

**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:**Works to support the brand and understands the importance of growing and protecting the reputation and results of the organization and it’s impact on the community.

**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; fosters commitment, trust, and collaboration among leaders and stakeholders in multiple roles and organizations.

**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; strives to leverage United Way’s breadth of community presence, relationship, and strategy.

*The United Way of Laramie 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.*