



PRESIDENT AND CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

Position Title:	President and CEO
Reports To:	Board of Directors
Type of Position:	Full-time
FLSA Status:	Exempt

ROLE: The President/CEO is the visionary leader of the organization, responsible for setting and executing a strategic agenda that delivers meaningful community impact. By galvanizing a high-performing team of approximately 10 full-time and 35 part-time staff, the President/CEO drives initiatives that foster collaboration across private, public, and corporate sectors to enhance community well-being. This role requires exceptional business acumen, resource generation capabilities, and an unwavering commitment to measurable goals for the common good. As a brand steward, the President/CEO ensures the organization's integrity, reputation, and relevance within the community while leveraging the United Way network's extensive reach and relationships.

ATTRIBUTES: The ideal candidate will exhibit high integrity, strategic foresight, and a results-oriented mindset. A collaborative leader with a fair and inclusive approach, the candidate will inspire teams, adapt to change with flexibility and courage, and approach challenges with creativity, energy, and humor.

KEY RESPONSIBILITIES:

- **Community Impact:**
 - Lead United Way of Yellowstone County to maximize its impact in the community by crafting and adapting strategies that align with organizational goals.
 - Oversee and collaborate with the Director of Impact to promote success of community impact programs and ensure alignment with UWYC organizational goals.
 - Oversee and collaborate with Director of Out-Of-School-Time programs to support the success of CARE Academy and Discover Zone and ensure alignment with UWYC organizational goals.
 - Establish strong relationships with key community leaders across business, government, and nonprofit sectors.
 - Develop innovative solutions to address community challenges and foster long-term improvements.

- **Resource Development:**
 - Drive fundraising initiatives, including cultivating and soliciting major donors and corporate partners.
 - Oversee and collaborate with the Community Relations Director to promote success of community engagement, marketing and development efforts and ensure alignment with UWYC organizational goals.
 - Leverage personal and professional networks to identify new fundraising opportunities.
 - Foster a culture of philanthropy across staff and board members to support organizational growth.

- **Strategic Management:**
 - Serve as the primary advisor to the Board of Directors, providing strategic direction and guidance on policy formulation and organizational priorities.
 - Oversee and collaborate with the Finance Director to ensure fiscal responsibility and ensure financial alignment with UWYC organizational goals.
 - Collaborate with the Board and senior leadership to establish and achieve measurable goals.
 - Ensure alignment and coordination across all organizational activities, including community impact, resource development, volunteer engagement, and staff engagement.
- **Organization Management:**
 - Build and lead high-performing teams while fostering a collaborative and inclusive work environment.
 - Oversee operational and financial integrity, ensuring compliance with Board policies and mitigating risks.
 - Supervise leadership positions, set clear objectives, and monitor performance outcomes. Leadership positions include
 - Promote diversity, equity, and inclusion within staff, volunteers, and organizational initiatives.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; Master's degree preferred.
- Minimum 5 years of leadership experience in the nonprofit sector, with United Way experience highly desirable.
- Proven expertise in organizational management, successful fundraising, and community impact initiatives.
- Demonstrated ability to solve complex challenges, collaborate with diverse stakeholders and promote inclusivity.
- Experience in developing partnerships, resolving conflicts, and building cohesive teams.

QUALIFICATIONS AND COMPETENCIES:

- Strong leadership and motivational skills to inspire staff and volunteers.
- Proficiency in strategic planning and execution.
- Excellent written and verbal communication abilities, including a sense of humor.
- High emotional intelligence and interpersonal skills to navigate diverse relationships.
- Capacity to manage multiple priorities and meet deadlines in a fast-paced environment.
- Commitment to ethical practices, confidentiality, and organizational values.
- Ability to work both independently and collaboratively in a team.
- Available to work Monday-Friday daytimes with occasional evenings, weekends, or early morning.

CORE COMPETENCIES:

1. **Visionary Leadership:** Provide clear purpose, direction, and motivation for achieving a brighter future.
2. **Organizational Leadership:** Balance strategic vision with operational effectiveness to drive performance and growth.
3. **Marketplace Influence:** Cultivate a growth mindset and enhance the organization's visibility, reputation, and competitive advantage.
4. **Resource Development:** Generate and grow financial support through effective donor engagement and strategic partnerships.
5. **Partnership Mindset:** Leverage the United Way network to drive local, regional, and global impact.
6. **Mission-Focused:** Prioritize actions that create meaningful social change and better community outcomes.
7. **Relationship-Oriented:** Build trust and manage relationships to achieve shared goals with people-first philosophy.

8. **Collaborative:** Mobilize financial and human resources through meaningful stakeholder engagement and collective impact approach.
9. **Results-Driven:** Focus on measurable goals and innovative strategies for broad impact and community investment.
10. **Brand Stewardship:** Protect and enhance the organization's reputation and outcomes within the community.

SKILLS & ABILITIES:

1. **Language Skills:** Ability to read, analyze, and interpret professional documents. Ability to write and create documents in a manner that is understandable and organized. Ability to effectively present information and respond to questions. Ability to use effective interpersonal communication skills when interacting with staff, donors, community partners, and others.
2. **Communication:** Excellent skills communicating with diverse individuals and groups.
3. **Reasoning Ability:** Ability to solve practical problems and deal with a variety of variables. Ability to synthesize a large amount of information into concrete needs and action steps. Ability to engage in strategic thinking and planning.
4. **Physical Demands:** The physical demands of the position are representative of those an employee encounters while performing the essential functions of this job. The employee can expect to sit or stand in front of a computer for long periods, extensive use of computer keyboard, ten-key, and phone. General movement around the office for communicating with others, using the copier, and filing. UWYC may make accommodations for those with disabilities to perform the essential functions of the job. The noise level in the work environment is usually low to moderate.

DIVERSITY, EQUITY & INCLUSION STATEMENT:

Diversity is a core value at UWYC. We are passionate about building and sustaining an inclusive and equitable working environment. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Diversity, equity and inclusion are vital to achieving our mission, living our values, and advancing the common good. UWYC is committed to diversity, equity and inclusion within its own organization and the community. The officers, directors, committee members, employees and persons served by UWYC shall be selected in a manner to promote diversity, equity and inclusion and entirely on a non-discriminatory basis with respect to race, religion, national origin, ethnicity, age, gender, gender identity and expression, disability, sexual orientation, veteran-status, familial status, or socio-economic status.

Hiring Salary Range: \$80,000-\$86,500 DOE.

United Way offers flexible schedules and a comprehensive benefits package:

- 100% employer paid health/dental/vision premiums
- A minimum of 10 vacation days, 12 wellness days, 11 holidays, and 2 personal days
- Paid Summer Fridays off (Memorial Day through Labor Day)
- 403(b) with 5% employer contribution and 5% employer match after the first year
- Flexible spending and dependent care accounts
- Free Childcare at CARE Academy

Interested applicants email a resume and cover letter via email to: unitedway@uwyellowstone.org using President/CEO in the subject line.