

Inland Empire United Way President & CEO – Job Description

Inland Empire United Way (IEUW) is a leading nonprofit organization devoted to strengthening the Inland Empire by investing in the lives and futures of those in need. By operating several direct service programs and collaborating with a network of strong community partners, IEUW seeks to build brighter futures for youth and families in the areas of education, health, and financial stability. IEUW seeks talented, motivated team members who are passionate about improving our community and being part of a dynamic team working to make EPIC changes in the Inland Empire.

Position Overview

The President & CEO serves as the chief professional officer and spokesperson and provides strategic leadership to maximize and achieve the United Way mission, develop strategies to foster and increase financial resources, create awareness in the community, and ensure involvement of diverse constituencies. This person maintains operational accountability and fiscal integrity within the policies set by the Board of Directors and United Way Worldwide and must exhibit enthusiasm for serving people, building networks and working with volunteers/community leaders, and collaborating with other professionals. He/she is responsible for building trust in United Way and its relevance in the community. This is a full-time, exempt position and reports to the Board of Directors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include the following:

Leadership & Strategic Management:

- Provide strong leadership for the IEUW staff and volunteer team, inspiring the demonstration of the organization's EPIC values of Excellence, Partnership, Integrity, and Compassion
- Serve as the principal resource to the Board of Directors, working collaboratively to formulate organizational goals, strategies, and policies
- Represent IEUW at community functions and speaking engagements, presenting a professional image and advocating for IEUW's mission and initiatives
- Meet regularly with community decision-makers and build significant relationships with individuals from public, private and nonprofit sectors, including corporate chief executives, elected officials, leaders of funding organizations, as well as local, state and national United Way representatives
- Develop and/or play a key leadership role in forming task forces and strategies for collectively addressing key community issues and positioning IEUW's community impact agenda among its stakeholders
- Identify and analyze complex problems and develop effective assessment-driven solutions
- Develop strategic partnerships with other United Ways, nonprofit organizations, agency leaders and other organizations
- Work with the Director of Development to monitor and respond to major changes in the marketplace, both philanthropic and economic
- Provide effective team guidance and support to IEUW staff throughout each of the organization's service regions; promote a highly collaborative management environment that is conducive to professional growth, excellence, and mentoring

- Actively promote IEUW activities, accomplishments, and opportunities for involvement through press relations, social media, and other local marketing channels.

Community Impact & Organizational Management:

- Provide strategic, collaborative and innovative leadership, focusing on maximizing effective community impact and creating and building awareness of United Way's role in the community
- Preside over strategic planning and implementation to accomplish IEUW's mission; think long-term; create a vision that motivates others to take action
- Accountable for building and leading high-performing teams, ensuring all teams are aligned around the Strategic Plan to achieve organizational results
- Responsible for overall management of IEUW and its programs in accordance with principles of United Way Worldwide, federal and state entities, and other funding sources, including development and monitoring of the operating budgets, payments to vendors and grant-funded partners, oversight of financial control policies, maintenance of financial records and preparation of annual audit
- Understand and operate effectively within the political environment of the local, state, and national United Way movement, as well as the local community, and demonstrate political awareness when making decisions
- Hold overall accountability for maintenance of personnel documents and payroll records
- Supervise hiring, training, and supervision for existing and new staff members, including the assignment of work responsibilities and assessments of competency; timely writing and delivery of performance appraisals; hiring processes; and disciplinary actions, including termination of employment relationships as may be necessary
- Keep the Board of Directors informed of the organization's activities, current and emergent needs, goals, and progress; assist the Board of Directors and Committees with direction in matters of policy formulation, interpretation and implementation, as well as long and short-range goal setting and planning
- Manage and oversee IEUW's technology assets, using long- and short-term planning to budget for technology needs
- Manage the United Way brand as a strategic asset; lead the Marketing/Communications team in developing effective messaging for use in all customer relations, including collateral, website, media, social networking and other emerging technologies
- Cultivate new sources of volunteer leadership throughout the community

Resource Development:

- Drive key results in fundraising by identifying, cultivating, and soliciting prospective donors; provide leadership to develop the financial resources to achieve IEUW's community impact agenda
- Establish resource development goals with the Board of Directors and develop creative strategies for achieving these goals
- Work with the Board, other volunteers and staff to raise funds from outside sources, including individuals, corporations, workplace giving campaigns, government and foundation grants & contracts, and endowment and planned gifts
- Develop and maintain systems for the ongoing cultivation and stewardship of relationships with current and potential donors including corporations, foundations, individuals, and sponsors

CORE COMPETENCIES:

Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities

Relationship-Oriented: Understand that people come before processes; astute in cultivating and managing relationships toward a common goal

Collaborator: Appreciate the roles and contributions of all sectors of the community; able to mobilize resources (financial and human) through meaningful engagement

Results-Driven: Dedicated to shared and measurable goals for improving the Inland Empire: creating, resourcing, scaling, and leveraging strategies/innovations for broad investment and impact

Brand Steward: Steward of the brand; understands his/her role in growing and protecting the reputation and results of the greater United Way network

Visionary: Confront the complex realities of the environment and simultaneously maintain faith in a different and better future, providing purpose, direction, and motivation

Team-Builder: Ensures first that the right people are in the right roles at the right times, fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders

Outward-Turning: Understand the dynamics of local, regional, and national environments; work on an agenda rooted in the community's own perception of its needs and aspirations

Business Acumen: Possess a high level of broad business and management skills; effective at generating financial support for the organization

Network-Oriented: Value the power of networks; strive to leverage United Way's breadth of community presence, relationships, and strategy

QUALIFICATIONS:

Education and Experience/Skills

- Minimum of a Bachelor's degree from an accredited four-year college or university and a minimum of five years managerial experience in a nonprofit, governmental or for-profit corporate environment; graduate degree highly desirable
- A demonstrated understanding of and passion for the key social issues IEUW stands for
- Proven leader in complex resource development, non-profit management and leadership
- Strong interpersonal skills for developing relationships, building teams, maintaining a positive organizational culture, managing conflict
- Strong, professional written and oral communication skills, including the ability to effectively present to groups in a persuading manner and "close the deal" in solicitation efforts
- Strong experience and results in nonprofit fundraising from a diverse source of funding mechanisms, including individual, business, foundation, government funders and events
- Proven management skills, including planning, supervision, communication, systems utilization, enhancement and organization
- Management experience in personnel, financial resources and administration
- A demonstrated commitment to honesty and integrity
- Ability to interpret and present financial and statistical data, analyze complex problems and develop solutions, and generate revenue at increased levels on an annual basis
- Ability to develop, lead, and implement organization-wide strategic plans

Computer/Technology Skills

Strong working knowledge of Microsoft Office environment and Customer Relations Management software; familiar with internet-based research; possess the ability to utilize spreadsheets and run reports; ability to create and set-up strong presentations for internal/external purposes.

Schedule

Must be available and able to work outside traditional office hours, including some evenings and weekends.

Transportation Requirements

Must have reliable transportation, a valid California driver's license, proof of minimum required California vehicle liability insurance, and a good driving record.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee will be required to operate a variety of equipment such as a computer, telephone, headset, copy machine and fax machine. Sedentary work requires sitting for long periods of time but may require the ability to walk, stand, stoop and squat for various periods. Visual acuity and manual dexterity required for typing and computer use. Must be able to lift/move objects up to 25 lbs.

SALARY & BENEFITS:

Salary range \$125,000 - \$150,000. Benefits include vision, dental, medical, life, retirement match, AD&D and long term disability insurance, 11 paid holidays, plus accrued vacation and sick-leave.

TO APPLY:

If interested, please send resume and letter of interest to bhobbs@ieuw.org

No calls or agencies please.

Inland Empire United Way provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

Inland Empire United Way is an equal opportunity employer. All offers of employment are contingent upon satisfactory background screen and drug test results.

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