

Sidney United Way, Inc.

Title: **Executive Director**

Work hours: Independent Contractor

Job Responsibilities:

Under direction from the Executive Committee, the Executive Director is responsible for providing leadership to the Sidney United Way and the Tri-Town community through annual goals and objectives outlined by the Board of Directors.

Job duties include, but are not limited to:

Fundraising

- Conduct the annual fundraising campaign and evaluate campaign practices to improve the success of each campaign.
- Administer the annual budget, community partner grants and manage financial resources.

Community Engagement

- Identify opportunities for United Way funding support.
- Strengthen interactions between community partners to maximize effectiveness and efficiency of available resources and potential collaborations. Serve as convener and facilitator around emerging and critical community issues.
- Provide development and training opportunities for new emerging community leadership and/or community partners.
- Assist in the building of community collaborations to address priority needs of the region.

Public Relations

- Coordinate a year-round publicity campaign for Sidney United Way in order to increase the visibility in and awareness of the organization in order to achieve continued support throughout the community throughout the year.
- Serve as a resource to volunteers and community partners throughout the year (strategic planning, by-law creation and revision, volunteer recruitment and retention, Board development, etc.).
- Represent the Sidney United Way at community functions and events.

Leadership

- Work with volunteer leadership to establish goal planning, policies and procedures as necessary for effective operation of the Sidney United Way.
- Supervise office staff, volunteers, etc.
- Recruit and develop community volunteer leadership for an active Board of Director and committee membership.

- Establish effective internal and external committees to handle special community needs or assignments.
- Keep informed of new policies and strategies at the state and national levels of United Way.

Necessary Skills:

Previous United Way experience. Must be creative and a strategic thinker. Must be an excellent communicator and have superb interpersonal skills. Must be comfortable with extensive public speaking. Must be proficient in technology and able to handle multiple tasks at once. Must be extremely organized. Must be a strong leader and director.

Education:

Associates degree in Human Services, Political Science, Communications or related field of experience preferred.