

JOB DESCRIPTION - President/Chief Executive Officer

UNITED WAY OF HAYS and CALDWELL COUNTIES

JOB TITLE

President/Chief Executive Officer

REPORTS TO

United Way of Hays and Caldwell Counties Board of Directors

OFFICE LOCATION

Office located in San Marcos; hybrid remote work dependent on board approval

Residency Expectation: Must reside in or around the United Way of Hays and Caldwell's service area. This position does not offer relocation assistance.

ORGANIZATION OVERVIEW

Mission

To improve the lives of Hays County residents by mobilizing the caring power of our community in the areas of Education, Income and Health.

Vision

It is our vision to build a stronger Hays County by mobilizing our community to improve people's lives. To do this we will:

- Energize and inspire people to make a difference
- Craft human care agendas within and across our communities
- Build coalitions around these agendas
- Increase investments in these agendas by expanding and diversifying our own development efforts
- Ensure that these investments have measurable, recognizable impact
- Reflect the diversity of the communities we serve.

SUMMARY

Provides strong, strategic, collaborative leadership focused on maximizing the role of United Way of Hays and Caldwell Counties in achieving community impact. Develops strategies for increasing financial resources linked to community priorities in health and human services. Creates and builds awareness of United Way's role in the community and ensures involvement of its diverse constituencies. Maintains accountability for the overall operational and fiscal integrity of the organization within the policies set by the board of directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assumes a major leadership role in positioning United Way's community agenda among its constituencies. Chairs or plays a key role in committees/task forces that deal with significant community issues. Meets regularly with community decision makers, addresses community groups and maintains regular communication with major donor groups.
- Provides leadership in developing the financial resources to help meet the health and human services needs of the community. Establishes financial development goals with the board of directors. Develops creative strategies and plans for achieving financial goals and ensures appropriate staffing of the campaign structure is in place.
- Provides leadership in bringing about greater understanding among staff, board, and community related to United Way's role of working with diverse populations including business and industry, government, labor, education, and health and human services.
- Works with the board to identify and initiate appropriate issues requiring policy decisions/actions and ensures implementation. Establishes ongoing process of staff and volunteer involvement in development of short and long-range planning. Monitors the organization's progress against the strategic plan and annual work plan.
- Creates an atmosphere that fosters the development of strong, effective teams. Establishes and ensures that the organization maintains open and honest communication both internally and externally.
- Is responsible for the overall direction, coordination, and evaluation of the organization. May also directly supervise student interns, employees and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.
- Prepares board members with a schedule/deadline for action and contemplation that ensures that all decisions are made in a timely and informed manner.
- Knowledgeable in variety of general office and technical software for website design, content management, and maintenance, concepts, practices, and procedures of nonprofits; accounting software and reporting practices;
- Relies on extensive experience and judgment to plan and accomplish goals.
- Performs a variety of complicated tasks.

- A wide degree of creativity and latitude is expected.

JOB RELATIONSHIPS Establishes and maintains significant relationships with persons at all levels within the public, private, and volunteer sectors. These persons include corporate chief executives, local governmental leaders, labor representatives, leaders of other funding organizations, and representatives of other United Way organizations both local and national.

EDUCATION and/or EXPERIENCE

- Proven leadership and ability to communicate a compelling and inspired vision or sense of core purpose among volunteers, staff, human services providers, business leaders, and the community.
- Proven management skills, particularly in strategic planning, non-profit fiscal management, evaluation of personnel and programs, and operating systems.
- Proven history of blending people into effective teams fostering open dialogue and accountability.
- Experienced in negotiating; knowledgeable and sensitive to how organizations and people function; familiar with how strategies and tactics work in the community.
- Demonstrated ability to see ahead clearly, anticipate future consequences and trends accurately; broad knowledge and perspective; ability to create and implement competitive strategies and plans.
- Bachelor's degree and/or executive level experience managing a non-profit organization, or executive level corporate or public sector experience with significant volunteer leadership roles.

ATTRIBUTES

- Demonstrates a drive for results and pushes self and others for results through strong leadership.
- Exhibits a passion for serving people.
- Is widely trusted and seen as direct and truthful.
- Demonstrates strong listening, informing, written, and presentation skills.
- Manages people equitably; supports equal and fair treatment and opportunity for all.

- Demonstrates composure; can be counted on to hold things together during tough times; is a settling influence in a crisis.
- Strong work ethic, ability to multitask, and commitment to the community.

CORE COMPETENCIES REQUIRED FOR THIS POSITION:

Mission-Focused: Create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.

Brand Steward: A steward of the brand who understands their role in growing and protecting the reputation and results of the greater network.

Visionary: Establishes a tone for the organization and a vision that is implemented effectively in a continuously changing environment. Creates growth ideas, a roadmap for change, actively seeks new ideas and opportunities from untapped resources. Communicates effectively with all stakeholders, in various settings, while consistently displaying clarity, confidence, enthusiasm, and encouragement. Provides purpose, direction, and motivation.

Outward Turning: Understands the dynamics of the local community as well as the regional and national environments. Works to listen and identify needs in the community. Develop strategies and programs rooted in the community's own perception of needs and communicate the results that are achieved. Has the ability to actively partner with existing community initiatives and local leaders from all sectors.

Business Acumen: Provides a framework for United Way and how to move forward with operations. Sets clear and measurable goals for organizations as a whole and consistently reviews progress. Takes responsibility for communicating organizational results. Effectively campaigns and manages human, financial, and information resources in an integrated and strategic framework.

Team-Builder: Ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among leaders and stakeholders. Encourages teamwork and cross-functional collaboration to build a solid staff and community contacts.

Network-Oriented: Values the power of networks, strives to leverage the community presence of United Way, possesses the ability to convene groups effectively, and champions constant growth of their resource network. Leverages the power of networks and recognizes network partners.

Results-Driven: Dedicated to shared and measurable goals for the common good including creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

GENERAL REQUIREMENTS

- General knowledge of nonprofit rules and regulations, reporting and accounting
- Skill in oral communication, marketing, and public relations
- General office skills including computer knowledge; Microsoft Office programs, including Word and Excel; accounting programs (eg: QuickBooks); website development, content management, online calendars, networking and marketing programs such as Facebook, Instagram, LinkedIn, etc. Interest in and ability to learn new programs and skills as needed.

Education Requirements: Bachelor's degree preferred.

Experience Requirements: Executive level experience managing a non-profit organization, and/or executive level corporate or public sector experience with significant volunteer leadership roles.

COMPENSATION & BENEFITS

- **Range \$45,000-\$64,000 Salary is commensurate with experience and education**
- Insurance Coverage (Health, Dental, Vision)
- Personal Time Off – Earn 1 day of vacation and 1 day of sick leave each month
- 10 paid Holidays per year
- Professional Development Opportunities & Ongoing Training (if applicable)
- Meaningful work with a dedicated team of professionals committed to making a difference in the lives of our community.

All compensation and benefits are subject to the terms and conditions of the underlying plans or programs, as applicable, and may be amended, terminated, or superseded from time to time.

The United Way runs a comprehensive background check as part of our offer process.

A minimum requirement for this U.S. based position is the ability to work legally in the United States. No visa sponsorship/support is available for this position, including for any type of U.S. permanent residency (green card) process.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by team members and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel assigned to this job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Company.

United Way of Hays and Caldwell Counties is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including

race, color, physical or mental disability, religion, creed, national origin, citizenship status, ancestry, sex or gender (including gender identity, gender expression, status as a transgender or transsexual individual, pregnancy, childbirth, or related medical conditions), age (over 40), genetic information, past, current, or prospective service in the uniformed services, sexual orientation, political activity or affiliation and/or any other protected classes or characteristic protected under applicable federal, state, or local law. Consistent with the American Disabilities Act, applicants may request accommodations needed to participate in the application process.

APPLICATION AND SELECTION PROCESS

Apply:

- Interested candidates submit your resume and cover letter as soon as possible to: Lance Winter at lancew@greatersanmarcostx.com
- References will be checked on the final candidates.

Initial Screening:

- A member of the UWHCC Board of Directors may schedule an initial 15-20 minute phone call with qualified applicants.

UWHCC Interviews:

- A member of the UWHCC Board of Directors will schedule a 30 to 60-minute first-round interview with specific candidates.
- A member of the UWHCC Board of Directors will schedule a 60-minute second-round interview with specific candidates.

Target Dates for the Search Process:

- Resumes accepted through November 8
- Preliminary interviews scheduled: November 25-29.
- Final interviews scheduled: December 2-6
- CEO selection made by December 12
- New CEO on board anticipated by January 1, 2025

Questions Regarding This Position Should Be Directed To:

Lance Winter, Board Chair
Lancew@greatersanmarcostx.com