



JOB DESCRIPTION

PRESIDENT/CHIEF EXECUTIVE OFFICER (CEO)

Position Title: President & Chief Executive Officer
Reports to: Board Chair (on behalf of Board of Directors)
FLSA Status: Exempt
Location: Daytona Beach, FL (Volusia and Flagler Counties)
Revised: March 2015

Organization Overview

The United Way of Volusia-Flagler Counties is a business matrix metro 3B, raising \$2.5 million dollars in its annual campaign. It has responsibilities for organizing special event fundraisers occasioned by several major tourist attractions to the area. Additionally it has two active Women's Initiatives one in each county. Within the organization is a fully staffed 2-1-1, First Call for Help call center as well as a Volunteer Center serving the community. This United Way also manages via a separate advisory board the combined assets of nearly \$7 million dollars in the Community Foundation, a division of this United Way.

OVERVIEW OF RESPONSIBILITIES

The President/CEO is the leader of the organization, 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 President/CEO is the Chief Mobilizer; s/he leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions in the community. The President/CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The President/CEO is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The President/CEO is the steward of brand and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values network and strives to leverage United Way's breadth of community presence, relationships, and strategy.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

The major responsibilities of this position include, but are not limited to:

Community Impact

The President/CEO is responsible for the overall impact of this United Way on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The President/CEO is expected to be an active member of a civic club and serve as an active Board Member within the community. The President works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

Resource Development

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

Strategic Management

The President/CEO serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and the Senior Leadership team to craft organizational goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management

The President/CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The President/CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Senior Leadership positions and establishes individual goals; works with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that goals of inclusiveness and diversity among staff and volunteers are met.

EXPERIENCE/POSITION REQUIREMENTS

- Substantial experience working in the nonprofit sector (United Way experience is desirable), and interacting with volunteers and diverse boards. Alternatively, extensive senior strategic leadership experience in the management of organizations of comparable size and mission.
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Experience for 7-10 years in a Senior Strategic Leadership required, 3 years in role may substitute for an advanced degree
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict management.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.

S/he has unquestioned integrity; a long term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.

Education Background

Undergraduate degree required. Training, experience or advanced degree preferred in business, public administration, or not for management. Experience for 7-10 years in a Senior Strategic Leadership required, 3 years in role may substitute for an advanced degree.

WORK ENVIRONMENT

Under normal conditions, work is in an office setting. However, the Volusia-Flagler area enjoys major special events equivalent to five super bowls a year. The President/CEO must be able to lead his/her team as they work long hours in outdoor activities several times a year. There is regularly a need to meet after or before normal business hours. Must be able to sit and stand for extended periods of time. Must be able to lift 50 pounds.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

- **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.
- **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:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.
- **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; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.
- **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; striving to leverage United Way's breadth of community presence, relationships, and strategy.