

Job Description: President & Chief Executive Officer, United Way of East Central Iowa

Position Title: President and Chief Executive Officer

Reports to: Executive Committee, primary contact with Chair of the Board of Directors/Executive Committee

Direct Reports: Four, including Vice President for Donor Relations, Vice President for Community Building, Chief Operating Officer, and the CEO Executive Assistant.

Organization Overview

United Way of East Central Iowa (UWECI) began in Cedar Rapids in 1914 as a “one-day-only” campaign that raised \$24,900 on behalf of four agencies. Now serving five counties (Benton, Cedar, Iowa, Jones, and Linn counties), UWECI is the trusted leader and catalyst for envisioning and creating positive community change with focus areas of education, financial stability, and health. The FY2016 budget comprised of campaign and grant revenue (approximately \$11 million) supported 28 non-profit organizations and collaborated with 70 other community partners. These partnerships resulted in serving more than 77,000 individuals and families throughout the 5 county area. UWECI is governed by a board of 32 community volunteers, with a succession system for board leadership, and a 37 member board of trustees. Annual volunteer campaign chairs are closely linked to the board and are responsible for leading the major fundraising endeavor for the organization. More information about activities, events, opportunities, and reports can be found at <http://www.uweci.org/>

Expectations for success:

The CEO will be highly visible in the community and active in the development of meaningful partnerships with business leaders and their organizations, public sector entities and other not-for-profit organizations. The successful candidate will demonstrate the ability to build a culture that recruits, develops and retains outstanding staff and an active volunteer board of directors. The CEO will ensure the organization remains financially strong so that our cause-driven United Way can deliver on our brand promise.

Key competencies for success as the CEO include:

Leadership, high energy with passion, collaboration, communication skills, persuasiveness and integrity. The ideal leader will have vision, build consensus, hold others accountable and develop staff. They will use their networking, persuasion and closing skills to get others to support the United Way’s cause.

Key Responsibilities/Essential Functions: The major responsibilities of this position include, but are not limited to:

Strategic Leadership:

The President/CEO serves as the principle resource to the Board of Directors and its key committees and provides strong direction in organization’s vision and policy. S/he partners with the 32 members of the Board of Directors, 37 Trustees, and the UWECI senior leadership team in designing organizational goals and development of strategies to ensure they are achieved. S/he also models and communicates the vision throughout the community through networking and presence in key organizations and relationships with community and state leaders.

Community Impact:

The President/CEO is responsible for UWECI’s overall impact on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The President/CEO works closely with the board to design and adapt the strategy to achieve this increased impact, including raising funds to support it. S/he will establish and build relationships with top leaders in the community (CEOs of House Accounts, Foundations, City Government, and the Cedar Rapids Metro Economic Alliance), as well as legislators and leadership in state government and non-profit sectors.

Resource Development:

The President/CEO is charged with driving key results in fundraising; identifying, cultivating, and soliciting prospective donors and key leaders of prospective new corporate partners; leveraging personal and professional contacts and relationships into fundraising opportunities; and promoting a culture of fundraising in the organization, both at the staff and board level.

Leadership:

The President/CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned with and collaborating to achieve organizational results including the strategic vision of community impact and resource development. 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 and establishes their individual goals. Ensures that the UWECI's goals of inclusiveness and diversity among staff and volunteers are met.

Financial:

Works with the Chief Operating Officer to manage organizational expenditures, monitor budget compliance, and mitigate financial risks. Will be accountable for P&L and sign off on all financial statements and filings for the organization.

Current Initiatives and Opportunities:

The President/CEO will have the opportunity to lead and advance several exciting and highly visible initiatives, including:

- **Spark*5** – a pilot project that focuses on a two-generational strategy to help young children prepare for kindergarten and parents achieve self-sufficiency
 - Cause marketing through workplace giving campaigns
 - Engagement of Millennials in philanthropic activity and volunteerism
 - Impact initiatives – specific programs within our community impact focus areas such as RED Ahead and KPACE
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Experience/Position Requirements:

- Demonstration of high levels of innovation, curiosity, vision and strategy.
 - Effectively communicating internally and externally UWECI's vision and mission to multiple stakeholders using multiple methods (verbal, written, presentations, etc.) as spokesperson for the organization.
 - Experience working in multiple sectors, including non-profits, public and corporate environments, and interaction with volunteers and diverse boards.
 - Experience in building revenue and increasing philanthropic support.
 - Experience in leading and managing organizations of comparable size and mission, as well as capacity to build productive teams and community partnerships.
 - Ability to build enduring relationships that gain the confidence and respect of stakeholders.
 - Demonstrated track record of promoting diversity and building collaboration with the community at-large.
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Education Background:

Required: Bachelor's degree or equivalent high level executive experience.

Desired: Advanced degree, and/or additional coursework and/or licensure or certification (Certified Fund Raising Executive CFRE, certificate in leadership training, etc.).

Salary: Commensurate with experience.

Excellent Benefits: Includes retirement contribution, vacation plan, health plan, automobile, cell phone, computer and other benefits.

Work Environment

This position will work primarily in an office setting during normal business hours. Some travel will be required with expectations of conducting business meetings during typical meal hours, or after typical business hours.

The United Way of East Central Iowa is an equal opportunity employer