

CHIEF EXECUTIVE OFFICER

Purpose:

Provides leadership for United Way of Central Minnesota (UWCM) to improve people's lives by mobilizing the caring power of Central Minnesota. Responsible for overall strategic planning, revenue generation, financial management, organizational development, staff management, and UWCM operations. The scope of this position includes responsibilities in four broad areas: Achieving community impact, Complex resource development, Organizational Leadership, Public spokesperson for the organization. Reports to the Board of Directors and supervises a staff of 20.

Responsibilities:

Builds Relationships

Initiates, builds and continuously strengthens relationships with all customers, internal and external, by constantly seeking, understanding and responding to customer needs and wants.

Acts and Thinks Strategically

Is guided in all work by UWCM's mission, vision and strategic goals. Ensures that United Way's plan of work and allocation of resources are aligned and deployed with its strategic direction. Continuously monitors interim and final results to measure progress, adjust tactics, evaluate success and set future goals.

Risk Assessment

Determines which risk events have probability and impact to justify prevention or contingency planning: identifies preventative actions and contingency plans to address identified areas of vulnerability and potential problems: identifies the trigger that would cause activations of a contingency plan; projects probable cost overruns.

Achieves Results

Takes initiative, maintains a persistently focused effort, remains goal and results oriented and continues to improve; sets daily, weekly, monthly, quarterly and annual project goals and creates specific plans to meet them.

Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings and diverse group presentations or meetings. Delivers information effectively in a variety of formats including letters, memos, analytical reports, grant proposals and presentations.

Decisiveness

Takes the initiative or risk required to make decisions; highly skilled at being decisive and mentors/teaches others about what it takes to be decisive.

Mission: To improve people's lives by mobilizing the caring power of Central Minnesota.



Leadership

Provides leadership to achieve high quality, sustained results that creates a consistently high performing organization. Encourages cooperation and develops team spirit; optimizes the use of resources to achieve team and organizational objectives. Actively helps others improve their performance; provides constructive feedback and direction.

Influence Management

Makes persuasive arguments to influence an audience; develops and uses subtle strategies to influence others; works to make others feel ownership in solutions; identifies key decision-makers on issues of concern; develops and effectively uses networks, inside and outside of United Way of Central Minnesota.

Further Responsibilities

- Leads and coordinates UWCM's Leadership Team to provide management, marketing, resource development and systems support to staff and volunteers to accomplish organizational goals
- Oversees budget and cost management processes
- Serves as the central voice of the organization
- Maintains a leadership role among United Way of Central Minnesota's constituencies
- Develops & implements Community Impact Strategies to create sustained community change
- Positions United Way of Central Minnesota to impact health and human service issues within the community
- Secures necessary resource development strategies to meet organizational goals

Requirements:

- Bachelors Degree; Masters Degree preferred
- Proven management/supervisory skills with staff more than 10
- Technical and analytical skills
- Demonstrated skill with budgets over \$3 million
- 7-10 years experience in positions with progressively increasing management responsibility
- Strong leadership skills
- Experience working with and supporting volunteers
- Experience using written and verbal skills
- Knowledge of Microsoft products
- Valid driver's license

Salary Range: \$71,250 – 118,750/year

Benefits: Health, life, STD/LTD insurances, PTO and holidays, 401k plan, flex spending plan

Please submit resume and cover letter to HR@unitedwayhelps.org. Materials received by February 3, 2012 will be guaranteed consideration. Resumes received without a cover letter will NOT be considered.

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