

UNITED WAY OF SOUTHEAST ALASKA

United Way collaborates with communities and agencies across Southeast Alaska to strengthen and improve the Health, Education and Income Stability of all individuals.

JOB TITLE:

PRESIDENT/CEO

POSITION DESCRIPTION:

The President/CEO serves as the principal professional resource and fiscal agent appointed and employed by the Board of Directors. The President/CEO has the authority to take necessary action to direct the day-to-day operations of United Way of SE Alaska, including hiring and supervising staff and implementing the organization's goals and board policies.

REPORTS TO:

The Board of Directors via the Chair and Executive Committee.

SALARY RANGE:

To be defined

GENERAL RESPONSIBILITIES:

Develop and execute, in concert with the Board of Directors (BOD), year-round resource development strategies that link donor interests with UWSEAK's mission and strategic objectives. In the changing landscape of service and fundraising, UWSEAK must align financing strategies to current communities and donors wants.

Build UWSEAK organizational capacity through the development of high quality professional staff, appropriate technologies and suitable facilities.

Foster measurable progress toward achieving UWSEAK's mission and strategic objectives with respect to the focus areas of Education, Income Stability and Health. Work with partners in coordination with partner agencies and business partners to achieve collaboration needed.

Ensure, in concert with the BOD, that UWSEAK's unencumbered funds are invested in high quality programs that are clearly linked to UWSEAK's strategic objectives in the focus areas of EDUCATION, INCOME STABILITY and HEALTH. See attached UWSEAK Strategic Goals.

Promote the success of UWSEAK's strategic objectives through the ongoing engagement and involvement of volunteer leaders.

Establish a Communication Plan that elevates the effectiveness and community impact of UWSEAK's mission and strategic objectives through year-round communication activities that focus on encouraging and recognizing leaders, volunteers and supporters.

Be familiar with common business software used to operate non profits business and funding.

Require and employ standards of business practice that assure UWSEAK's compliance with all legal and regulatory requirements applicable to its operations. Maintain UWSEAK's fiscal integrity by prudently managing the organization's resources within budget guidelines and in accordance with board policies and financial standards and legal requirements, and in conjunction with contracted financial management resources (United Way Anchorage) .

Effectively manage the human resources and operations of the organization in compliance with law, board policies and BOD directives.

Recommend annual budget for BOD review, discussion and approval.

Keep the BOD fully and regularly apprised of UWSEAK's office activities and needs, progress towards goals, and partner agencies' status. Provide background information on agenda items and state and national United Way trends.

GENERAL ACTIVITIES:

Recommend strategic business plans and objectives relating to UWSEAK's focus areas of Education, Income Stability and Health to the BOD, committees and appropriate community leadership.

Advise the Executive Committee and Board regarding the overall governance of UWSEAK, including its fiduciary obligations and strategic plan progress.

Build and manage working relationships with the key constituents and partner agencies required to achieve measurable progress towards UWSEAK's mission to strengthen and improve the Education, Income Stability and Health of all individuals.

PREFERRED KNOWLEDGE AND SKILLS:

- High School Graduate required; Bachelor's degree in Social Work, Public Administration, Business or a related field preferred.
- Experience in progressively responsible positions in the field of human service professional leadership.
- Ability to communicate verbally, in public settings and in writing. Give public presentations and media interviews as necessary.
- Strong knowledge of Southeast Alaska business, non-profit and community environment.
- Exhibits participatory leadership.
- Effective verbal and written communication skills.
- Proven supervisory skills.
- Skills to include ability to navigate software programs used to operate a non-profit organization.
- Dedication to the United Way purpose, "to improve lives and communities."

PHYSICAL REQUIREMENTS:

- Physical requirements necessary for general office environment; reasonable accommodations will be provided

NOTE:

The UWSEAK's written job descriptions are descriptive only and are not meant to itemize all the needed attributes, skills or duties associated with a given position. Everyone who works at UWSEAK is responsible for mission excellence, stakeholder satisfaction and productive teamwork and is counted on and encouraged to make continual improvements toward those ends.

I have read and understand the above job description. I understand this job description is not meant to itemize all the needed attributes, skills or duties associated with my position and further understand that my tasks and responsibilities may be added to or changed at the discretion of the Board of Directors.

Signature of Employee

Date