Position: President & Chief Executive Officer
Reports to: Chair, Board of Directors
Position Status: Full Time, Exempt, Proposed Annual Salary Range: $95,000 - $135,000

About United Way of Larimer County: United Way of Larimer County (UWLC) is a one-stop resource for generosity in our community, ensuring that gifts of time, talent and treasure address today's greatest needs - and reduce tomorrow's. Community needs change over time, which is why UWLC encourages nimble and innovative human services and a commitment to nonprofit excellence. UWLC strives to strengthen our community by supporting youth & education, financial stability, community engagement, and nonprofit excellence in Larimer County.

Scope of Position: The President/CEO leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions in the community. The CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The CEO is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. The CEO is the steward of brand and understands their role in growing and protecting the reputation of United Way. The CEO is responsible for building trust in United Way and its relevance in the community.

Essential Job Functions:

Governance:
- Works with the Board President / Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- Collaborates with the Board of Directors on organizational priorities and strategic direction.
- Ensure required BOD functions are completed.
- Inform Board and Executive Committee of organizational challenges and opportunities, and community priorities.
- Serve as the principal liaison to the Board of Directors and its key committees; provides direction in policy formulation and interpretation.
- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Support the Board in recruiting and retaining a diverse and inclusive Board of Directors, representative of the community.
- Maintain accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors.
- Attend/serve an ex-officio member of monthly Board of Directors meetings, Board sub-committee meetings, Executive Committee meetings and CEO/Chair meetings.
- Ensure UWLC follows all applicable federal, state and local laws and operates according to nonprofit best practices.
- Review/sign all contracts.
- Review and update employee guidelines, financial and operational policies and UWW reporting.

Resource Development:
- Promote a culture of fundraising in the organization, both at the staff and board level.
• Oversee resource development team and actively participate in fundraising initiatives, including events, speaking engagements, 1:1 donor meetings, cultivation of new business relationships and revenue opportunities.
• Diversify revenue streams to ensure financial stability for organization.
• Ensure that the flow of funds permits United Way of Larimer County to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
• Oversee the formulation of comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations.

Strategic Management:
• Determine objectives and strategies for meeting goals; allocate resources according to priorities; determine how to use personnel and resources to accomplish associated tasks; and anticipate obstacles. Recognize that UWLC is a consumer brand and continually manage the brand as a strategic asset.
• Support the organization’s strategy, operational methods, and data collection needs.
• Work with legislators, regulatory agencies, volunteers and representatives of the nonprofit sector to promote legislative and regulatory policies that encourage a healthy community and address the issues of United Way of Larimer County’s constituencies.
• Act as an advocate, within the public and private sectors, for issues relevant to UWLC, its services and constituencies.
• Increase organizational efficiency and effectiveness through operational excellence, financial oversight, and strategic partnerships.
• Ability to take projects from idea through implementation.

Organization Management:
• Accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results while balancing diverging and competing points of view.
• Assess organizational capacity to implement strategies and identify gaps in systems and staffing.
• Directly supervise Vice President positions
• Work with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risk.

Community Leadership:
• Participate in or lead key community task forces, boards and/or issue-area groups/meetings.
• Speak to public, nonprofit and business groups to increase UWLC visibility and reputation in the community
• Write articles for internal and external communication channels to highlight UWLC’s programming
• Meet with and develop relationships with community leaders and area CEOs to advance UWLC’s mission

Other Duties:
• This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
Staff Supervision:
- Recruit, hire, evaluate and terminate staff, and/or consultants, as appropriate, and in keeping with budgeted personnel expenditures.

Qualifications:

Education:
- Bachelor degree required.
- Master’s Degree in Business, Public Administration, Social Sciences, Education or related field preferred.

Required Experience:
- Substantial experience working in the nonprofit and/or business sector leadership positions (United Way experience is desirable).
- Budget management & strong quantitative skills.
- Ability to read and interpret financial statements.
- Contract review experience.
- Experience developing partnerships, building teams and conflict management.
- Proven success in fundraising.
- Experience building a new business line/project implementation
- Knowledge of & comfort with evaluation of technology platforms (data dashboards, CRMs, financial software and/or mass communication platforms)
- Demonstrated strategic thinking, planning, and implementing innovative approaches to solve problems.
- Public speaking, presentation, speech writing, and editing experience.
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions.
- Successful track record of recruiting and retaining a diverse team.

Past experience as the chief executive/executive director of an organization of a similar or larger size is desirable.

Work Environment:
- The job is performed indoors in a traditional office setting. Activities include extended periods of sitting while working at a computer and occasional fast-paced operations and events.

Physical Demands:
- Ability to communicate orally with volunteers, customers, vendors, management, and other co-workers. Regular use of the telephone and e-mail for communication is essential. Sitting for extended periods is common. Hearing, vision, and speaking within normal ranges is essential for normal conversations, to receive ordinary information and to prepare or inspect documents. No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required. Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines. Good reasoning ability is important. Able to understand and utilize management reports, memos, and other documents to conduct business.
Travel:

- Ten percent of travel may be expected for this position. Travel occurs along the Colorado Front Range (i.e. Larimer County, Weld County, Boulder County, Denver Metro Counties, etc.).