



United Way of
Yavapai County

UNITED WAY OF YAVAPAI COUNTY
Prescott, Arizona
Full Job Description - Executive Director

Position Description: The Executive Director of United Way of Yavapai County (UWYC) will report to and work with the Board of Directors in leading UWYC to fulfill its mission to “unite people, organizations and resources to improve lives and build strong communities throughout Yavapai County.” The county, which encompasses more than 8,000 square miles, is located in central Arizona. As of the 2020 Census, it had a population of approximately 236,000, making it the fourth-most populous in Arizona. The county's topography ranges from the Sonoran Desert to mountainous areas rich in Ponderosa pines to the famed Red Rocks of Sedona.

UWYC envisions communities where everyone has access to the building blocks for a good life: a quality education leading to a stable job; enough income to support a family through retirement; and the resources necessary to sustain good health. It achieves these goals by mobilizing communities to advance the common good.

In addition to traditional United Way fundraising and grant efforts, the UWYC also offers signature programs, including a regional Center for Organizational Excellence that provides workshops for local nonprofits and a veterans scholarship program.

The successful candidate will ensure that UWYC’s fiscal, fundraising, operations, public policy, member relations, marketing and programmatic strategies are effectively implemented in accordance with the ***UWYC Strategic Plan***. The Executive Director leads a team of highly-qualified employees and numerous volunteers. The position is also responsible for building relationships and collaborations with local agencies, the business sector, elected officials and statewide organizations.

United Way of Yavapai County
Expected Applicant Profile for Executive Director 2022

Qualifications:

- Bachelor Degree with non-profit management experience given strong consideration.
- Five years of management experience required with non-profit experience preferred.
- Proven ability to provide leadership to motivate, and manage staff and volunteers.

Attributes:

- o Carries the message of hope and the listening ear throughout Yavapai County at all levels on behalf of United Way of Yavapai County.
- o Builds upon their knowledge of Yavapai County UWYC each day through direct inquiry and study with multiple sources; Staff, Board, partner organizations, and individuals in a variety of leadership roles.
- o Models the ability to collaborate and convene diverse communities. Understands the importance of diversity, equity and inclusion efforts.
- o Works to establish trust amongst all parties within and outside of UWYC.

Financial Management

- o Grows the United Way primary fundraising processes of workplace giving through building strong relationships with the business community and workplace-based annual fundraising campaigns.
- o Documents events and fundraising programs that include all income, in kind gifts and expenditures.
- o Ensure a thorough understanding of creating and adhering to the annual budget with assistance from the Finance Manager and Finance committee as needed. Provides monthly and annual finance reports to the Board of Directors.

Skills

- o Communication
 - Strong verbal and writing skills that communicates efficiently and effectively.
 - Communicates and listens openly and regularly with all partners, constituents, organizations, communities, staff and Board of Directors.
 - Demonstrated computer skills and ability to learn new platforms and technology programs.
- o Utilizes all media sources to build awareness and support for UWYC and our program partners.

- o Demonstrated ability to successfully fundraise using multiple efforts, platforms and databases.
- o Experienced in presenting information to groups of varying sizes and audiences either in person or online.
- o Develops relationships in the business, education, health, and non-profit segments of the community.

Leadership and Management

- o Embraces UWYC Strategic Plan and Mission within the planning processes and professional development of the staff and Board. Work produced meets measurable outcomes within the work of the day to day and long term.
- o Leads the team of highly qualified employees and keeps everyone involved in the process.
- o Identify priorities to best utilize limited resources; staff, budget, and multiple/diverse issues within Yavapai County.
- o Possesses the ability to oversee and prioritize all facets of UWYC's operations, including but not limited to, fundraising, financial management, marketing, personnel, training.
- o Experienced with multiple fundraising platforms and online databases and the ability to launch them to success.

Details of the position

- ❖ Salary range: \$62,000 to \$64,500 annually plus employee benefits package
- ❖ The UWYC office operates on a four day week
- ❖ Vacation and paid holidays
- ❖ Bonus structure
- ❖ *Note: Relocation expenses will not be covered by UWYC*