UWYC Executive Director Responsibilities

Under the general direction of the UWYC Board of Directors, perform the normal and customary duties of an executive director employed by a nonprofit community-building organization, including but not limited to:

1. Develop fundraising strategies and implement the annual fundraising program, to include: Employee Giving Programs, Fundraising Programs, Legacy Giving Programs and Personal Giving Programs
2. Communicate effectively and candidly with the Board, providing information to the Board members in a timely and accurate manner.
3. Give direction and leadership to the formulation and achievement of the organization’s philosophy, mission, strategic plan and its annual goals and objectives.
4. Work with the UWYC Board of Directors to develop and implement policies, procedures, and strategic plans.
5. Effectively lead the staff of UWYC.
6. Be responsible for the fiscal integrity of UWYC, to include the submission of a proposed annual budget and monthly financial statements that accurately reflect the financial condition of the organization.
7. Provide fiscal management, within the approved budget, and maintain the organization in a positive financial position.
8. Represent United Way of Yavapai County throughout Yavapai County and manage

coordination of all fundraising events, marketing, media and public relations.

1. Perform other duties as required by the Board.

**Qualifications**

* A bachelor’s degree or higher is desirable.
* Strong executive leadership experience of 3+ consecutive years is preferred with a solid understanding of nonprofit financial management, board governance and strategic planning.
* Proven success in motivating an organization in fund raising.
* Excellent interpersonal and communication skills; the ability to communicate effectively and diplomatically with grantors, major donors, community leaders and partner agencies.
* Familiarity with public relations, grant proposal writing, volunteer coordination and other advocacy/development duties in the non-profit sector.