

Submit Cover Letter & Resume

Via Email Directly to:

boardchair@unitedway-norman.org

Job Description

Title:	President & CEO	Group/Team:	United Way of Norman
Reports To:	Board of Directors	Status:	Full-Time
Category:	Executive	FLSA Classification:	Exempt

Education and Experience Requirements:

Degree required with a minimum of 3 years’ nonprofit leadership experience preferred.

- Substantial experience working in the nonprofit sector (United Way experience is desirable) and interacting with the local community, volunteers, and diverse boards. Alternatively, extensive experience in the leadership and management of organization of comparable size and mission.
- Ability to community, coalition build, command the confidence and respect of the team and critical stakeholders.
- A demonstrated track record of promoting inclusion, diversity, and an ability to build collaboration with the community at large.
- Experience in building revenue, intelligence, intellectual curiosity, and a desire to explore new ideas and innovative approaches to solving problems.

Skill Requirements:

The President & CEO is a leader with unquestioned integrity, a long-term perspective, an ability to cast a vision for the future, a strong sense of accountability, an ability to get things accomplished, and inspires a shared vision. They demonstrate wisdom, good judgment, and a fair and thoughtful approach to management. They demonstrate flexibility and courage to shift direction and experiment with new initiatives when necessary. Furthermore, they exhibit excellent verbal and written communication skills and are comfortable with technology and technological advancement.

Job Purpose and Scope:

The President & CEO is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff, and volunteers. The President & CEO is the Chief Mobilizer, who leverages the power of relationships and networks, and works across private,

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public, and corporate sectors to improve conditions in the community. The President & CEO possesses a high level of broad business and management skills and

is effective at generating resources and financial support for the organization. The President & CEO is dedicated to shared and measurable goals for investment and community impact. The President & CEO is steward of brand and understands their role in growing and protecting the reputation of United Way. They are responsible for building *trust in United Way and its relevance in the community*.

Essential Functions:

The major responsibilities of this position include, but are not limited to:

- Responsible for the overall impact of United Way of Norman on the community.
- Works closely with the Board of Directors to achieve their goals and expectations for the organization.
- Establishes and builds relationships with top leaders in the community, including those representing the highest levels in business, government, and nonprofit sectors.
- Drive key results in fundraising by identifying, cultivating, and soliciting prospective donors and key leaders of prospective new corporate partners. Leveraging personal and professional contacts and relationships is essential in turning them into fundraising opportunities. Promote a culture of fundraising in the organization, both at the staff and board level.
- Serves as the principal resource to the Board of Directors and its key committees and gives accurate direction in policy formulation and interpretations.
- Responsible for partnering with the Board of Directors to craft organization's goals and develops strategies to ensure that they are achieved.
- Coordinate and align with United Way activities in community impact, resource development, and staff alignment. Accountable for building and leading high-performing team members, ensuring all are aligned and collaborating to achieve organization results.
- Maintains accountability for the operational and fiscal integrity of the organization within the policies set by the Board of Directors.
- Assesses organizational capacity to implement strategies and identify gaps in systems and staffing, directly supervises staff and establishes individual goals.
- Oversees and works with the staff to manage organizational spending, monitor budget compliance, and mitigate financial risks.
- Stays abreast of United Way Worldwide changes, impact and strategies.

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- Embraces innovation and creativity to achieve the United Way goals.

Core Competencies:

An individual must be able to demonstrate the following competencies at a satisfactory level:

Manages Staff Effectively.

Attracts high-caliber people. Creates an effective organizational structure. Assigns accountabilities. Will make good hiring selections and termination decisions. Oversees the development of efficient and cost-effective support systems. Fosters teamwork in support of organizational goals. Communicates a sense of urgency and focuses on results. Strives to achieve staff diversity representative of community. Provides feedback and coaching and makes needed training and development opportunities available to staff. Creates a climate that fosters personal investment, excellence, and commitment to the goals of United Way.

Champions Strategic Perspective.

Understand the changing social, competitive, economic, and giving environment faced by the United Way. Develops innovative approaches to meet the challenges of this environment. Melds these approaches in an overall strategic plan. Acts as a catalyst for needed changes and stimulates staff, volunteers, and the community to accept and implement new initiatives.

Skilled in Resource Development.

Can develop effective resource development strategies and can direct staff in planning, organization, and executing fundraising campaigns. Possesses the personal skills required to make fundraising appeals to individuals, groups, and corporations.

Builds Relationships: Interpersonal, Agency, Community.

Establishes open, trusting, and candid working relationships with all stakeholders, including agencies. Treats all individuals fairly and with respect. Demonstrates personal commitment to diversity objectives. Deals constructively with conflicts and

disagreements. Builds consensus. Presents a credible image to the community as head of the United Way of Norman.

Promotes Volunteer Participation.

Knows how to select, cultivate, and recruit volunteers who are opinion leaders representing all constituencies in the community. Is skilled at bringing these diverse people together and mobilizing them in governance and participation structures that

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elicit their commitment to the achievement of United Way objectives. Can skillfully handle the apparent paradox of both leading and being led by volunteers.

Communicates Effectively.

Speaks clearly and expresses self well in groups and in one-on-one conversations. Is an excellent writer. Listen well. Encourages the open expression of ideas and opinions. Delivers clear, convincing, and well-organized presentations. Promotes a free flow of information throughout the organization.

Possesses Mature Self-Confidence.

Maintains a positive outlook. Responds constructively to stress. Realistically appraises own strengths and weaknesses. Conveys a clear sense of personal goals and values. Pursues continuous learning and self-development. Seeks feedback and is flexible in making appropriate changes in behavior. Maintains high standards of personal integrity.

Manages Productive Relationships with Board of Directors.

Keeps the Board of Directors informed of the organization's activities, progress, and opportunities. Is receptive to Board member ideas and suggestions. Makes sound recommendations for Board action. Maintains a friendly and courteous attitude toward Board members. Facilitates the decision-making process for the Board. Accepts Board feedback as constructive suggestion for improvement. Gives constructive feedback in a friendly, firm, and positive way. Follows up on problems and issues brought forward in a timely way.

Possesses Financial and Resource Management Acumen.

Manages financial resources wisely. Understands the development of operating budgets as well as the need to collect and account for all funds and property of the organization. Understands the current economic environment which demands the need to accomplish more with fewer resources. Appreciates the complexity of fund

distribution issues and can make difficult decisions related to the distribution of campaign funds.

Working Relationship:

This position has the authority of the day-to-day operations of the organization under the guidance of the policies and procedures that have been established/approved by the Board of Directors. In areas where there is no clear direction the position should consult with the Board Chair.

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This position has the authority to make personnel decisions such as salary, hiring, or termination of staff.

Supervision of Staff.

This position currently has responsibility to supervise the VP of Finance, VP of Marketing & Communications, Director of Community Impact, and Director of Information Systems. Indirect and overall management of all United Way of Norman employees (if added).

To Meet Objectives, the President & CEO would regularly interact with the following staff and volunteers.

All staff, volunteers, partner agencies, and donors.

Equipment and Software Operations.

This position would be responsible for operating the following equipment and working knowledge of the following software:

- Telephone
- Computer, Printer, and Related Equipment
- Copy Machine
- Microsoft Office
- Andar CRM

Physical Requirements.

Must be able to sit for extended periods of time to accomplish duties and to stand for limited periods of time. Must be able to operate a personal computer at an acceptable rate of speed. Must be able to view computer monitors. Might be required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Notice.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor or Board Chair.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

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Regular attendance is required in this position. Background check, references, and drug testing may be required for employment.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

United Way of Norman: Diversity, Equity & Inclusion Statement.

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Join us in embracing diversity, equity, and inclusion for every person in every community.

LIVE UNITED.

2023 Employee Benefits Overview for President/ CEO

BCBS- Health Plan

- United Way pays 100% of Employee Only premium.
 - Effective 1st day of Month following Employment.

VSP- Vision Plan

- Employee pays 100% of premium.



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- Effective 1st day of Month following Employment.

Delta Dental

- United Way pays 100% of Employee Only premium.
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Other Benefits:

- **Life Insurance**
- **Long Term Disability**
- **Retirement Plan**
- **Generous Paid Time Off**
- **Holiday Paid Time Off**