



United Way of Story County

President and Chief Executive Officer

Job Profile

(July 7, 2023)

We have an outstanding career opportunity for a community minded leader that desires to help influence changes that will make a positive impact in the lives of individuals in Story County. Our United Way is over 70 years old and going strong! We have a reputation for identifying needs, gathering the community, and implementing solutions. We continue to navigate an ever-changing landscape of need and donors. Our office is a welcoming environment for all.

Position Summary:

The President & Chief Executive Officer of United Way of Story County is a mission- driven, collaborative, equity-minded, innovative, and social impact focused position. This person will serve as the overall brand ambassador and champion of United Way of Story County in the community, including business leaders, community members, donors, education partners, families served, government, nonprofit leaders, strategy partners, volunteers, and more. The President and CEO will leverage the power of relationships and networks, working across corporate sectors, government, private, and public to enhance outcomes linked to strategic priorities in the areas of health, education, and financial stability. This is the heart of what it means to LIVE UNITED.

The President & Chief Executive Officer will manage a team of direct reports and serves as the senior leader of the organization. The position reports directly to the Board of Directors. The members of the Board of Directors are made up of community influencers and leaders within Story County.

The allocation process is combined with local funders to provide a countywide approach to support human service programs. This process is called Analysis of Social Services Evaluation Team (ASSET) and brings together City of Ames, Story County, ISU Student Government and UWSC to coordinate local planning, assess needs, evaluate the capabilities of agencies to provide programs, and recommend funding for programs. Staffing this process on behalf of United Way of Story County is a key function of this position.

Other major areas of responsibilities are administrative leadership, fundraising, Board of Directors and committees, fiscal operations, fund distribution and agency and community relations.

Essential Functions

Strategic and Operational Leadership:

- Develop and deploy the annual operating plan that supports the strategic plan.
- Working with Board of Directors, to develop and monitor strategic planning efforts.
- Work with the Board Chair and committee chairpersons, to plan Board and committee meetings, provide necessary information and materials and follow-up.

- Attend meetings of the Board of Directors, standing committees and other committees as needed.
- Recruit board and committee members, conduct orientation and coordinate activities.
- Guide volunteers on key issues and offer insight and recommendations.
- Establish best practices across all business functions.
- Direct daily operations of United Way of Story County (UWSC).
- Develop, interpret, and administer policies and procedures of UWSC.
- Oversee UWSC's visual identity in conjunction with licensed United Way Worldwide mark.
- Oversee requirements to maintain membership with United Ways of Iowa and United Worldwide
- Actively participate in the statewide association, United Ways of Iowa
- Leverage the principles of equity, inclusion, and diversity across all business practices.
- Identify community needs through ongoing formal and informal needs assessments to determine priorities.
- Identify strategies to address priorities and create positive community impact.
- Establish partnerships with other community organizations to help address priorities.
- Offer resources to partner agencies and other organizations to enhance their ability to meet community needs.
- Represent UWSC on community committees and at community functions.
- Present and interpret to public and outside parties the vision, mission, positions, and policies of UWSC.

Fundraising Leadership:

- Provide leadership and assist in the development and execution of fundraising goals, objectives, and strategies.
- Work with Campaign Director and Marketing Director on the development and implementation of the marketing plan.
- Assist Campaign Director in recruitment of campaign volunteers.
- Work directly with Campaign Director to identify, cultivate, solicit, and recognize Tocqueville donors and prospects.
- Assist in research and analysis of campaign data to recommend strategies.
- Make calls on Major Gift and Endowment prospects.

Financial and Compliance Leadership:

- Work with the Treasurer, Operations Director, Finance Committee and Executive Committee, to ensure control and direction of organizational finances.
- Prepare and monitor annual budget.
- Advance the operating budget to support delivering on business goals and objectives.
- Develop and monitor monthly and other financial reports in conjunction with the Operations Director and Treasurer.
- Research needs and make recommendations to Board and committees on funding that will meet identified needs and further the UWSC mission.
- Represent UWSC on ASSET Board and make recommendations to Board and committees on distribution of funds through the ASSET process.
- Make recommendations to Board and committees on funding external grant requests.
- Oversee requirements of outside funding streams including grants management and reporting
- Develop and oversee Partner Agency Agreements ensuring compliance.

- Monitor the quality of the donor database and other technological needs in conjunction with the Resource Development Director.
- Lead revenue diversification from local, regional, and national sources. Proactively seek resources that will diversify UWSC's funding streams.
- Maintain stewardship and accountability for financial and other resources.

People Leadership:

- Champion and lead the annual performance assessment of key volunteers and employees.
- Engage all members of the team.
- Create and approve annual staff development and succession planning.
- Instill principles of equity, inclusion, diversity and belonging.
- Serve as the orientation partner for all new Board of Director and staff members.
- Approve annual action plans for key volunteers and employees based on assessments (engagement surveys) and ongoing feedback channels.
- Supervises the Marketing Director, Operations Director, Resource Development Director, Community Impact Director, and Volunteers.

Knowledge, Skills, and Abilities:

- Must be able to build community collaborations.
- Must be approachable and transparent.
- Must be organized.
- Must be willing to meet and engage existing and new business partners.
- Must demonstrate professional maturity and personal accountability.
- Must demonstrate servant leadership.
- Must demonstrate strong financial insight.
- Must have excellent project management skills with the ability to exercise independent judgment and critical thinking.
- Must have strong communication skills, both verbal and written, including demonstrated presentation and public speaking skills.
- Must have strong planning and organization skills with attention to detail.
- Proficient Computer Skills - Thorough knowledge of MS Office applications, including Word, Excel, PowerPoint; database experience; internet research.

Education and Experience:

- Bachelor's degree required and five years of administrative/supervisory, fundraising, and volunteer management experience in a nonprofit organization or related field or comparable combination of education and experience.
- Salary will be based on education, skills, and experience. The current range is \$95,000 - \$110,000.
- Knowledge of business operations, strategic planning, human service issues, fiscal management, fund distribution and community relations.
- Demonstrate excellent verbal and written communication skills. Ability to make timely decisions and operate effectively under pressure.
- Ability to organize, coordinate and direct program and service activities; ability to develop and evaluate policies and procedures; ability to prepare and manage an operating budget; ability to direct staff activities; ability to collaborate with community organizations; ability to communicate effectively with co-workers, volunteers, donors, agencies, and the public.

Working Conditions:

The worker is not exposed to adverse environmental conditions. Must be able to work under stressful situations within time-sensitive constraints.

Employment Classification:

Full-Time; Executive Exemption; Salaried

About Story County

Story County consists of many thriving communities that are in the heart of Iowa. Home of Iowa State University gives us many cultural, recreational, and entertainment opportunities. Story County offers big city opportunities with a small community charm. With a population of 98,537, Story County is the ninth-most populous county in Iowa. [Learn more...](#)

About United Way of Story County

Since 1953, United Way of Story County has been leading the fight for the health, education, and financial stability of every person in our community. [Learn more...](#)

About Analysis of Social Services Evaluation Team (ASSET)

The collective process of purchasing human service programs to improve the lives of individuals and families in our communities began in 1985 and is unique to Story County. [Learn more...](#)

How to Apply

Any interested qualified candidates should apply. Please electronically submit the following: cover letter, resume, and contact information for three references by noon on August 25, 2023, to unitedway@uwstory.org. Contact 515-268-5142 if you experience issues with your submission.

DIVERSITY, EQUITY, & INCLUSION STATEMENT

United Way of Story County (UWSC) strives to improve the quality of life in our community for individuals and families. To do so, we recognize that inequities must be identified and addressed. UWSC unequivocally denounces all forms of discrimination. We specifically call out racial and ethnic discrimination as particularly harmful based on the historical and systemic ways in which racism harms our collective community. UWSC commits to engaging in and promoting diversity, equity, and inclusion in all aspects of our organization and work. Our efforts must include the proactive reinforcement of policies, practices, attitudes, and actions that produce equitable access, opportunities, treatment, impact, and outcomes for all people. This requires both inward and outward facing work. We recognize that this is neither easy nor always comfortable work. Yet, this is necessary for all community members to be healthy, educated, and financially stable.

To fully execute [UWSC's Vision and Mission](#), we commit to placing diversity, equity, and inclusion practices at the center of our work. Our Board of Directors, President and CEO, and staff provide support and leadership to these efforts and ensure daily implementation. It is our goal that our partners, strategies, and investments embrace this work as critical to achieving success in the areas of health, education, and financial stability. This is the heart of what it means to LIVE UNITED.