Title: CEO & President  
Reports to: Board of Directors  
FLSA Status: Exempt  
Hours: 40-50 hours a week  
Revision/Effective Date: 03/2020

ORGANIZATION OVERVIEW
United Way of Northern Nevada and the Sierra’s (UWNNS) mission is to link the community’s will and resources to improve lives. For over 75 years, United Way of Northern Nevada and the Sierra has brought citizens from all walks of life together to solve the most pressing challenges that our northern Nevada and Lake Tahoe Basin communities have faced. Today, we deliver community impact that is both innovative and targeted. We fund multi-agency partnerships that are changing the lives of children and their families. UWNNS’s current focus is to improve grade-level reading to build a strong foundation for success and support our thriving community.

Overview of Position
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 alike. The President/CEO is the Chief Mobilizer; s/he leverages the power of relationships and networks and works across private, 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 the common good – creating, resourcing, scaling, and leveraging strategies for broad investment and impact. The President/CEO is the steward of the brand and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values network and strives to leverage United Way’s breadth of community presence, relationships, and strategy.

RESPONSIBILITIES/ESSENTIAL FUNCTIONS
The major responsibilities of this position include, but are not limited to:

Resource Development
The President/CEO serves as the organization’s chief fundraising officer. S/he is charged to drive key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities, and to promote a culture of fundraising in the organization, both at the staff and board level.

Community Impact
The President/CEO is responsible for the overall impact of UWNNS on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The President works closely with the Board to craft and adapts the strategy to achieve this increased impact, including raising funds to support it. S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government, and non-profit sectors.

Strategic Management
The President/CEO serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and the UWNNS staff to craft organizational goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management
The President/CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The President/CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Senior staff and establishes individual goals; works with the Vice President of Finance and Operations to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that UWNNS goals of inclusiveness and diversity among staff and volunteers are met.

EXPERIENCE/POSITION REQUIREMENTS

- Significant fundraising experience with a proven record of successfully cultivating and soliciting gifts and grants.
- Proven leadership; an ability to foster the development of a common vision for United Way of Northern Nevada and the Sierra among volunteers, staff, human service providers, business leaders, and the community.
- Enthusiastic team building, demonstrated by a history of creating a climate among staff that fosters personal investment, excellence, and a commitment to the goals of the organization.
- Effective utilization of volunteer resources, with demonstrated skill in handling the apparent paradox of both leading and being led by volunteers.
- Proven management skills, particularly in executing an established strategic plan, non-profit fiscal management, evaluation of personnel and programs, and operating systems.
- Superior presentation and communication skills.
- Experience in negotiation, collaboration, and conflict management. Skilled at developing effective partnerships while demonstrating an understanding of and commitment to community-based collaboration.
- Demonstrated experience and ability in working with state and federal legislators on matters impacting United Way goals and community programs.
- A track record that indicates an ability to foster inclusiveness, working with a wide range of people from diverse backgrounds, and a commitment to United Way’s stewardship role in a community process in which people from varied situations can help shape a vision of a caring community.
- Demonstrated ability to manage multi-million dollar budgets.

EDUCATION BACKGROUND
The President/CEO position requirements are met by any combination of education that typically includes a Bachelor’s Degree in a related field; additional post-graduate work is a plus; ten years of work experience; recent service in a senior-level executive position; a minimum of 5 years of progressively responsible professional experience in a senior management position. Proven fundraising results, with experience in implementing complex resource development strategies, are needed.
WORK ENVIRONMENT
Work is generally conducted inside; the President/CEO will need to be able to:

• Workaround office equipment;
• Work with others in office and social environments;
• Work alone; and
• Be available to work in the office during regular business hours and attend community events outside of normal business hours.

PHYSICAL REQUIREMENTS
Sitting, standing, walking, bending, climbing, reaching overhead, crouching, kneeling, balancing, pushing 10 pounds, pulling 10 pounds, talking, hearing, repetitive use of hands/arms/legs, grasping, lifting up to 25 pounds, carrying 10 pounds, eye/hand coordination and fine manipulation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EQUIPMENT AND SOFTWARE OPERATION
The incumbent in this position may operate any/all of the following equipment:

• Telephone, cell phone, and fax machine
• Computer, printer, and related equipment
• Copy machine
• Audio-visual equipment
• Personal automobile
• Calculator
• Computer software may include but not limited to:
  o Microsoft Office
  o Internet Explorer
  o Donor Database and/or Customer Relationship Management System
  o UWNNS Andar system

CORE COMPETENCIES REQUIRED FOR THIS POSITION
Mission-Focused: Catalyze others’ commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.

Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Visionary: Confronts the complex realities of the environment and simultaneously maintains faith
in a different and better future, providing purpose, direction, and motivation.

**Team-Builder:** First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.

**Outward Turning:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community’s perception of its needs and aspirations.

**Business Acumen:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.

**Network-Oriented:** Values the power of networks; striving to leverage United Way’s breadth of community presence, relationships, and strategy.

**SALARY RANGE:**
Expected starting rate for qualified applicants is $75,000-$85,000

**TO APPLY**
Interested candidates should apply online at careers.unitedway.org/job/ceo-and-president.