

United Way of Pueblo County President & Chief Executive Officer

Position Title: President & Chief Executive Officer

Reports to: Board of Directors

Exemption Status: Exempt

**Submit cover letter, resume & application questions (*detailed on pages 3-5*)
to uwpuebloceo@gmail.com - position to remain open until filled.**

POSITION OVERVIEW

The President/CEO is the leader of the organization. The President/CEO is the Chief Mobilizer; 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 highly effective at fundraising, generating resources and financial support for the organization. The President/CEO is dedicated to shared and measurable goals for the common good — creating, resourcing and leveraging strategies for broad investment and impact. Responsible for building trust in United Way and its relevance in the community. Values networking and strives to leverage United Way's breadth of community presence, relationships, and strategy. Maintains overall responsibility for day to day operation of the organization including fundraising & resource development; finance & administration; fund distribution; community and agency relations; communications, public relations & marketing; and other duties as assigned.

KEY RESPONSIBILITIES

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

Community Impact

The President/CEO is responsible for the overall impact of United Way of Pueblo County on the community. The President works closely with the Board, staff and supporters to craft and adapt the strategy to achieve this impact, including raising the funds to support it. Will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

Resource Development

The President/CEO 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. Oversees excellent donor stewardship and accountability.

Strategic Management

The President/CEO serves as the principal resource to the Board of Directors and gives strong direction in policy formulation and interpretation. Partners with the Board of Directors, staff and volunteers to craft organizational goals and develops strategies to ensure that they are achieved. 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 staff and volunteer teams, ensuring all teams are aligned and collaborating to achieve organizational results. 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 staff positions and establishes individual goals; works to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that United Way of Pueblo County's goals of inclusiveness and diversity among staff and volunteers are met.

CORE COMPETENCIES

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

Mission-Focused: Catalyze others' commitment to mission to create positive change that leads to stronger 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.

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, stakeholders and volunteers.

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

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

Communicator: Ability to deliver clear, convincing and well-organized presentations in both large and small settings. Is an excellent writer, listens well and encourages the open expression of ideas and opinions.

Education/Experience: Bachelor degree in related field, minimum of 5 years experience in related field.

United Way is an equal opportunity employer.

Physical requirements for this position include: hearing, seeing, speaking, feeling, reaching, grasping, and repetitive motions. Requires sitting, standing and walking for long periods of time. This position requires exerting up to 25 pounds of force in order to lift, carry, pull, or move objects. United Way provides reasonable accommodations to assist qualified individuals in order to perform the essential duties/requirements their job requires. The description is intended to provide only basic guidelines for meeting job requirements and serves as merely a summary rather than a complete listing of duties. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve.

3) United Way of Pueblo County is committed to having a positive impact on this community. Please describe how you have previously demonstrated your ability to lead an organization that has made real impacts on its community, and how you go about building relationships that result in collaboration throughout the community.

4) As CEO, you would be the public face of this organization. Please provide detailed information about your experience and comfort level with public speaking, presentations, writing and marketing/public relations.

5) Do you currently live in Pueblo, or are you willing to relocate to Pueblo?