



JOB DESCRIPTION

Executive Director – Tioga United Way

General Description: The Executive Director serves as the Chief Executive Officer and fiscal agent employed by the Board of Directors. The Executive Director, in conjunction with the Board of Directors, represents and promotes the Tioga United Way to all segments of the community by building and maintaining relationships.

DUTIES

A. MANAGEMENT:

1. Assists the Board of Directors in matters of policy formulation, interpretation and implementation; long and short-range goal setting; and securing volunteer leadership for Tioga United Way.
2. Supervises all office operations including, but not limited to, hiring, training, evaluation, the management of time, space and equipment resources; the development and monitoring of the office budget and payment of allocations to Partner Agencies; keeping the office clean through basic housekeeping;
3. Keeps the Board of Directors fully and regularly apprised of Tioga United Way office activities and needs, progress towards goals, Partner Agency status, background on agenda items and United Way Worldwide/United Way New York State trends.
4. Works with all Committee Chairpersons in planning meetings, setting schedules and agendas, writing minutes and providing relevant background information.
5. Provides other duties as directed by the Board.

B. FUND RAISING AND FUND DISTRIBUTION:

1. Provides direct responsibility for the Campaign, and assist the Campaign Chair(s) regarding such matters as volunteer status, outreach schedules, goal-setting and campaign promotions.
2. Utilizes existing and develops new key community leaders with relationships to business, government, education, fraternal, and service organizations.
3. Uses sound and accepted campaign procedures, in accordance with the principles of United Way Worldwide to ensure efficient solicitation, collection and record-keeping.
4. Ensures that a sound allocation process is followed.
5. Analyzes and evaluates fund raising and fund distribution results to benefit future campaigns and non-campaign fundraising to ensure a robust overall community impact.
6. Recommends potential non-campaign events and any possible partnerships with other community organizations to enhance the financial impact to Tioga United Way.
7. Investigates grants available, and make applications as appropriate in order to advance the mission of Tioga United Way.
8. Give presentations regarding the campaign to local school districts, businesses and other community organizations.

C. COMMUNITY AND AGENCY RELATIONS:

1. Promotes public understanding and support of human service needs and programs by representing Tioga United Way in community activities by using print, radio, and social (electronic) media effectively; by directing year-round public relations programs dealing with how Partner Agencies meet community needs and by conveying policies and positions of the Board and its committees to corporate and labor leaders, to government officials and bodies; to other human services agency personnel and to the community-at-large.
2. Provides leadership procuring Tioga United Way services desired by the community such as needs assessment, information and referral services, and consultative input on special projects.
3. Develops a sound working relationship with the Directors of all Partner Agencies providing consultation regarding their services and programs, budgets, inter-agency cooperation's and current community needs.
4. Monitors agency activity and ensures that Tioga United Way funds are used as allocated.
5. Maintains cooperative relationships with other United Way organizations.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED

- Associates Degree, Bachelors preferred
- Residence in Tioga County, NY or neighboring County
- Professional experience in administration, communications, development, fund raising, fund distribution and volunteer recruitment.
- Experience with human services/charitable organization management, educational administration or business management.
- Dynamic and effective personal impact and verbal communication skills, making the objectives of the Tioga United Way understandable and attractive to all facets of the cultural, educational, social and economic diversity of the area.
- Strong administrative, organizational, written, oral, and social media communication skills.
- Initiative, self-discipline and the ability to work without supervision while providing functional supervision and motivating others.
- Ability to work effectively with community leaders, donors and applicants demonstrating a blend of leadership presence and cooperative work style.
- Capacity to help determine community needs.
- A compelling commitment to the philanthropic sector and to the betterment of the quality of life for the residents of the area.
- A high level of analytical ability required in order to monitor and refine Tioga United Way systems and procedures and ensure compliance with governmental rules and regulations, as well as United Way Worldwide and New York State regulations.

5/2019