

**UNITED WAY OF THE TANANA VALLEY
EXECUTIVE DIRECTOR**

EMPLOYMENT CLASSIFICATION: Full-time, year round.

JOB RELATIONSHIPS

External

Working relationships with community leaders including public officials, legislators, and CEOs, and directors of member agencies.

Internal

Direct working relationship with Board Chairperson and a reporting relationship to the Board of Directors.

SUPERVISORY RESPONSIBILITIES

Department of 2-3 professional and administrative staff.

JOB SUMMARY: Serve as Chief Executive Officer of the United Way of the Tanana Valley (UWTV) accepting responsibility for the success of the enterprise. Directly responsible to the Board of Directors for the administration and management of UWTV, enabling the Board to fulfill its governance function. Manage directly or through assigned staff, the philanthropic, community advocacy, fund allocation and distribution, and--communications activities toward the continued development of a responsive, integrated local health and human service system.

RELATIONSHIPS: The scope of this position is broad, requiring enthusiastic community building skills and the ability to negotiate, collaborate, and foster relationships with persons at all levels in the public, private, and voluntary sectors. Those persons include corporate CEOs, local governmental leads, labor representatives, representatives of other United Way organizations, other key planning organizations, and representatives of UWTV constituencies.

JOB QUALIFICATIONS:

1. Bachelor's degree or equivalent experience.
2. A minimum four years management experience or equivalent.
3. Proven success in philanthropy, resource management, media and community relations, and event planning.
4. Demonstrated experience in successful marketing resulting in increased funding, preferably in the non-profit sector.
5. Demonstrated commitment to health and human services through current or former community involvement.

6. Strong written and verbal communication abilities with a demonstrated experience in public speaking skills.
7. Strong understanding of finance with the ability to understand and explain financial reports.

OTHER QUALIFICATIONS:

Communication/Language skills

Proficient in public speaking, training and facilitation, writing, and conveying compelling investments for consideration. Must project a professional image at all times. Frequent and continuous oral and written communication with internal and external customers. Comfort and proficiency with presentation skills both one-on-one and publicly. Requires the use of courtesy, tact, and discretion. Ability to write routine reports and correspondence. Knowledge of business English correspondence, correct punctuation, and grammatical usage.

Organizational skills

Strong project management skills. Demonstrated ability to think and act strategically. Able to prioritize and manage multiple responsibilities. Be proactive in regard to advanced planning. Talent in organizing work flow with interruptions. Able to meet deadlines.

Mathematical skills

Ability to complete basic math as well as review and interpret reports and graphs.

Other Skills

Demonstrated relationship-building skills.

Success in building consensus; collaborating with and convening multiple partners in efforts to produce specific deliverables and measurable outcomes.

Experience in planning and implementing community-based initiatives.

Solid judgment and critical thinking

Strong analytical skills

Strong listening skills

Proven integration skills bringing people and things together to perform effectively

Volunteer management experience

Able to work independently as well as the ability to actively contribute as a team member

Computer literate: proficient in Microsoft Windows, Outlook, Word, Excel, Power Point, and Access

Understanding of and commitment to the mission, vision, and goals of UWTV

Mental demands

Requires planning, organizing, and performing a variety of duties applying a wide range of procedures and rules. Duties require attention to detail, high degree of accuracy, reliability, timeliness, alertness, and use of judgment. Also requires writing ability, creativity, and concentration. Access to and use of confidential data where discretion/sensitivity is of utmost importance. Mature judgment and confidence.

Physical demands

Frequently required to walk, sit, talk, and hear. Occasionally required to stand, reach, stoop, and handle and/or lift and up to 25 pounds. Must be able to visibly check for completion and accuracy and to retrieve and transmit information. Use of general office environment equipment.

Reasonable accommodations may be made to enable individuals to perform the essential functions.

RESPONSIBILITIES:

1. Keep the Board and President fully informed on the state of UWTV and all important factors influencing it.
2. Work with the President to maintain effective functionality of the Board's committee structure.
3. With the President and Committee Chairpersons develop agendas for meetings so that the Board and Committees can fulfill their responsibilities effectively.
4. Know, understand, and be responsible for the consistent achievement of the UWTV mission and its financial objectives.

5. Ensure that the philosophy and mission statements of UWTV are pertinent and practiced throughout the organization.
6. Make certain the flow of funds permits UWTV to make steady progress toward the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.
7. Ensure that UWTV has a long-range strategy to achieve its mission, and toward which it makes consistent and timely progress.
8. Develop and implement personnel training plans and programs to provide the human resources necessary for the achievement of the mission of UWTV.
9. Work with agency directors toward positive non-profit development of member agencies, oversee operative functionality, and provide appropriate feedback and guidance of resources.
10. Formulate and administer all policies.
11. Compose and submit grants. (Does this position actually do that or oversee them?)
12. Serve as the chief spokesman for UWTV, and ensuring that UWTV is properly represented to the community.
13. Overall responsibility of the annual Midnight Sun Run event, as well as all other UWTV events, including all planning, staffing, preparation, and administration.
14. Coordinate existing and/or future programs, coalitions, and initiatives set forth by the Board of Directors.
15. Coordination with United Way Worldwide, including monitoring programs and submitting mandatory timely reports.
16. Actively lobby at the state and national level on issues that affect the organization or for legislation that could impact UWTV's funding or programs.
17. Perform other duties as requested by the Board.

Qualified applicants are encouraged to email a resume to: uwtvexedir@alascconnect.com

Or resumes may be mailed to:

Executive Director Search Committee
PO Box 70710
Fairbanks, AK. 99707