



United Way of Yampa Valley

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Executive Director is responsible for the business of United Way of the Yampa Valley. This includes management, business oversight, and resource development.

RESPONSIBILITIES

MANAGER OF STAFF

- **Participate in the hiring process for staff.**
- **Prepare and conduct weekly staff meetings.**
- **Review and course-correct staff's workload regularly.**
- **Prepare and perform 6-month one-on-one reviews. Provide a written recap of the conversation to each staff member.**
- **Prepare, write, and perform yearly staff reviews.**
- **Prepare and participate in the annual staff retreat.**
- **Oversee all human resource policies and actions.**
- **Attend HR training through the Chamber and Employers' Council, when necessary.**

COMMUNITY IMPACT

- **Facilitate discussions with the board of directors and the community at large that discover the root problems in the community as they relate to education, financial stability, and health.**
- **Publicly advocate for improvement in each of the UWYV impact areas.**
- **Communicate with strategic partners to ensure that staff resources and funding are deployed where needed most.**

FUNDRAISING

- **Cultivate relationships with major donors to increase their giving.**
- **Plan and execute the annual fundraising campaign to reach or exceed the goal that is set by the board.**

UWYV GRANTS

- **Manage the evaluation and awarding of grants, as well as distribution of funding with support from the Business Operations Manager**
- **Enlist the Community Investment Committee (CIC) in the process.**

BOARD of DIRECTORS

- **Maintain accurate and timely communications with the Board of Directors**
- **Assist the Chair in the preparation of agendas for all board and standing committee meetings (Donor Engagement, Finance, and Community Investment)**
- **Assist in the training of all new board members including updating board notebooks and recruiting packets.**
- **Create, update, and execute on strategic plan.**
- **Assist with the board in planning the annual board retreat.**
- **Write monthly ED reports, and prepare monthly board packet materials for distribution.**

FINANCIAL

- **Work in collaboration with the bookkeeper to maintain accurate and detailed financial records.**
- **Prepare and adhere to annual budget.**
- **Annual review of long-range financial plan for the organization.**
- **Manage cash flow throughout the year.**
- **Review all investment accounts with the finance committee.**
- **Work in collaboration with the auditor and Business Operations Manager to facilitate the annual audit.**
- **Work in collaboration with CPA for annual corporate tax return.**
- **Submit monthly financial statements to the Board of Directors.**

STATE and FEDERAL LIAISON

- **Participate in the Colorado Network monthly calls.**
- **Assist in planning and attend the Colorado network annual meeting.**
- **Manage all communication from United Way Worldwide including maintaining United Way Worldwide online access for staff and board of directors.**
- **Participate in meetings or task force when there is clear benefit to our organization.**
- **Produce annual Database II report and membership certification requirement form.**
- **Oversee ALICE financials and research reporting.**

443 OAK NONPROFIT CENTER

- **Oversee overall property management with Business Operations Manager and Executive Director of Integrated Community.**
- **Work with CIIC leadership to negotiate contracts.**
- **Prepare and conduct 443 Oak Nonprofit board meetings with director of CIIC.**
- **Recruit and train 443 Oak Nonprofit Center board members.**
- **Create annual budget with ED of CIIC.**
- **Work with bookkeeper to manage monthly financials.**
- **Send quarterly financials to 443 Board.**

QUALIFICATIONS

- **4-year degree or equivalent experience.**
- **Minimum of 2 years running a nonprofit or corporate department.**
- **3 years of successful fundraising.**
- **Excellent written and oral communication skills.**
- **Proficiency in MS Windows, MS Office, Online database (Kindful)**
- **3 years of experience in managing budgets and finances.**
- **Commitment to United Way's mission and in helping those in difficult circumstances.**
- **Experience working with a non-profit organization in a paid or volunteer capacity.**

SUPERVISION AND EVALUATION

The Executive Director is directly supervised by the Board Chair, and she/he is responsible to the Board of Directors for fulfillment of job responsibilities and adherence to policies and procedures. The Board Chair shall also evaluate the Executive Director with input from the Executive Committee on an annual basis.

SUMMARY

- **Donor cultivation and fundraising.**
- **Support and work with the Board of Directors.**
- **Manage Staff.**
- **Build partnerships and collaborative projects.**
- **Oversee Strategic Plan implementation.**
- **Identifies and writes grants.**
- **Attend state and national conferences and national policy discussions.**
- **Explore innovative projects.**
- **Building management.**

Executive Director Salary: \$85,000-\$100,000 with Benefits

Base: Steamboat Springs Headquarters

Vacation: 80 hours per year

Sick Time: Maximum of 40 hours per year

Benefits: Full employer-paid medical, dental, vision insurance for employee only.

Short-term and long-term disability insurance, life insurance. 3% employer match of SIMPLE plan after one year of service. Health Savings Account availability.

Please send a cover letter and resume to SelectionCommittee@UnitedWayYV.org by April 12, 2024.