

**UNITED WAY OF DEKALB COUNTY, INC.**

P.O. Box 307 Auburn. IN 46706

**JOB DESCRIPTION**

**JOB TITLE:** Executive Director    **DATE:** 12/12/2017

**SUMMARY OF DUTIES AND RESPONSIBILITIES**

The Executive Director is responsible for the office management of the organization and its staff and programs under the supervision of the Board of Directors and is directly responsible to the Board of Directors. He/She serves as a catalyst for the development and continuance of a creative and effective annual campaign and directs the administrative support to the Campaign committee. He/She will represent the United Way to the community in a year-round effort to enhance knowledge of and support for the services the United Way makes possible. The Executive Director will provide a visible leadership presence in the community in the identification and resolution of human service related issues and priority needs.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

***To the Board of Directors:***

1. Provide information to the Board of Directors affecting the agency and assure the implementation of Board actions.
2. Assure that the United Way functions in accordance with the By-Laws and policies of the organization.
3. Assure the development and continuity of competent and creative volunteers representative of the community.
4. Within available resources, assist the volunteer leadership in identifying and addressing community problems and reporting to the Board of Directors as to develop long-range strategic plans to meet community needs.
5. Assure that staff support is provided to volunteers.
6. Schedule training for the Board of Directors as needed, including Regional New Board Member Orientation.
7. Complete a financial report to the financial committee monthly.
8. Complete other duties as assigned.

***Internal Operations:***

1. Assure the implementation of Board actions, and provide administrative support and supervision for the programs of the United Way of DeKalb County.
2. Manage the office, assume the maintenance of policies, programs, fiscal records, agency files, property and equipment.
3. Exercise all personnel management, including assignment, development, supervision, record keeping, and evaluation. Make recommendations to the Governance Committee on hiring, remuneration, and termination of staff.
4. Assist in the preparation of monthly financial reports and delivery to the Treasurer for presentation to the Board of Directors. Assist in the preparation and management of operating budgets for all funds.
5. Assist in the scheduling and preparation of the financial audit, and the ensure the timely deposit of the quarterly 941 taxes and payment of State & CREDIT payroll taxes prepared by accountant. Ensure accountant prepares W-2, W-3, W-4, and the timely filing of all necessary state and federal reports.

6. Write applicable grants as feasible for endowment building, capital purchases, etc.
7. Assist the Finance Committee in planning the growth of the DeKalb County Endowment Fund.
8. Foster professional development of United Way Staff include cross-training of job responsibilities and location of critical material.
9. Required to meet all deadlines.

***To the Community:***

1. Develop and maintain a positive working relationship with all sectors of the community.
2. Promote the mission of the United Way throughout the year.
3. Work cooperatively with State and National United Way organizations, attending meetings and seminars of pertinence to maintain continuity in knowledge of the United Way membership and possible subsequent action by the Board of Directors.

***To the Agencies:***

1. Maintain a close, positive working relationship with all funded agencies, insuring quarterly visits by the Executive Director and/or Board Members with each.
2. Promote the mission of each agency.
3. Assist member and new agencies and assure that they meet allocation process requirements.
4. Maximize utilization of member agencies in the campaign and other United Way efforts.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:**

The Executive Director is to be a visionary with the qualities of effective leadership including strong communication, managerial, organizational, fundraising and negotiating skills. Knowledge of and experience in accounting is necessary. Must be able to lead the United Way through their three-year strategic plan (2017-2020). Candidate should possess ability to work effectively in collaboration with a diverse group of people and organizations. Qualified applicant should have a bachelor's degree in a related field. Professional or volunteer experience in human services field desired. Executive director or management experience in a non-profit organization preferred.

*I acknowledge that on the date indicated below, I received a copy of this job description.*

**Executive Director**

**President of the Board**

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Print Name

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Print Name

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