

Lycoming County United Way

Job Description

Title: President

Reports To: Board of Directors of Lycoming County United Way

Status: Exempt, Full Time

SEND A LETTER OF APPLICATION, PROFESSIONAL RESUME, AND CONTACT INFORMATION FOR FIVE PROFESSIONAL REFERENCES IN PDF FORMAT TO BMARTIN@PCT.EDU.

General Statement of Responsibility:

The President is primarily responsible for directing the overall operation of the Lycoming County United Way as its chief executive with primary focus on the annual campaign and all fund raising efforts with specific attention to major accounts and donors. This person will provide strong, innovative, and collaborative leadership to directly impact both of these primary functions. This person is accountable for all operational aspects of the Lycoming County United Way, including the fiscal integrity of the organization within the policies and procedures set forth by the Board of Directors. This person will work with the Board to develop and maintain strong alliances with community partners and promote awareness of the Lycoming County United Way in the geographic areas served by the organization.

Responsibilities and Duties:

The President provides support and management in the following areas:

Community

- Provide and maintain a leadership role in the community.
 - Actively participate on various committees/task forces that impact the human services needs of the areas served by the LCUW.
 - Meet regularly with community leaders to promote and advance LCUW's image and interests.
- Acts as the liaison between LCUW and various community groups to ensure understanding of LCUW's mission and purpose in the community.
- Develop strategies that expand financial resources, leadership giving, planned giving, and maximize fund raising.
- Work with the Board of Directors to develop and maintain an ongoing strategic plan that positions LCUW to meet the ever-changing and increasing needs within the community.
- Assess the human service needs of the area served by LCUW on an ongoing basis and identify the means necessary to address these needs.
- Oversees special events that promote LCUW and its fund raising.

Resource Development

- Provide overall leadership and coordination of the annual campaign and all fund raising efforts.
- Develop and implement strategies to expand fund raising efforts for the organization.

- Analyze the results of past and current campaigns to develop future strategies to maximize campaign giving.
- Develop strategies to increase leadership giving, planned giving and major gifts for both campaign and long term investments.

Communications

- Actively represent LCUW through participation in key community activities various public speaking engagements.
- Work with appropriate staff to develop news and feature stories to be submitted to a variety of media to enhance LCUW image and educate the public.
- Respond accurately and in a timely manner to media requests for information

Policy Development/Planning

- Evaluate and provide recommendations to the Board for any policy decisions/actions.
- Establish and maintain a process to monitor progress of LCUW against the Strategic Plan.

General Administration and Finance

- Develop the Annual Operating Budget, with particular emphasis on Resource Development, Campaign and Marketing expenses.
- Maintain stewardship and accountability for financial and capital resources, official records, operating budgets, and campaign finances.
- Supervise and evaluate all LCUW employees.
- Provide professional guidance to the Campaign Committee, Campaign Cabinet, Board and Executive Committee.

Education and Experience

Bachelor's degree in management, communications, public relations or a related discipline required. Proven experience with fund raising and non-profit organizations also required.

Abilities and Skills

- Strong knowledge of strategic planning and fund-raising operations.
- Excellent interpersonal, oral and written communication skills
- Demonstrated ability to build effective relationships with program partners and community leaders
- Demonstrated personal values that are centered on integrity and commitment to the human service needs of the community.
- Excellent organizational skills and ability work under tight deadlines
- Proven ability working with individuals of diverse social and economic backgrounds
- Knowledge of human service operations and community organizations
- Ability to work develop and interpret financial and statistical data