

Waseca Area United Way

Job Description Executive Director

The Executive Director will demonstrate the following skills and abilities:

- Communication, computer, budgeting, and accounting skills.
- Ability to work without day-to-day supervision
- Ability to work with volunteers.
- Ability to manage a variety of projects concurrently
- Ability to present alternatives for achieving goals and objectives
- Knowledge of the community and surrounding area.

The Executive Director, responsible to the Board of Directors, will work with the diverse elements of the Waseca Area United Way, including:

BOARD OF DIRECTORS

- Prepare and distribute agendas, minutes, and any other materials needed by the Board or its committees.
- Plan and coordinate agendas, location, and meals for meetings, workshops, and events.
- Provide orientation to new board members.
- Advise board of Directors on policies and implement policies at their direction.
- Attend workshops and in-service meetings.
- Prepare financial data for board reports, annual audit and state and federal tax returns.
- Handle accounts payable and accounts receivable.
- Discharge other duties as directed by the Board of Directors.

ALLOCATIONS PROCESS AND AGENCY RELATIONS

- Prepare funding application packets and distribute to agencies.
- Assign, distribute, and monitor Agency Reports by board members.
- Participate in Allocations Committee discussion of requests for allocations, venture grants, and contingency funding.
- Issue payments to agencies.
- Provide year-round contact with agencies.
- Monitor fund-raising activities of agencies.

CAMPAIGN

- Participate in setting annual campaign goal with campaign and allocations chairpersons.
- Work with members of Campaign Cabinet to achieve objectives of campaign.
- Participate in selection of division leaders.
- Prepare campaign materials, e.g., brochures, training manuals, pledge cards, inserts.
- Assemble and distribute campaign packets.
- Make campaign presentation to groups.
- Handle all campaign records and bank deposits.
- Serve as campaign check-in headquarters.
- Arrange and set up campaign events.

PROMOTION

- Work with the Marketing Committee to promote the United Way year-round.
- Market the United Way through a combination of paid and unpaid promotion strategies.
- Prepare ads for newspaper, radio, cable, and television as appropriate.
- Write and distribute press releases.
- Coordinate and produce weekly K O Korner radio program, *The United Way at Work*.

COMMUNITY RELATIONS

- Represent the united Way at community meetings.
- Act as a catalyst to identify and meet health and human needs of area residents.