

Company Name

Company Name

Kishwaukee United Way

Company Website

www.kishunitedway.com

Short Description of the Company

Kishwaukee United Way ("KUW") is a community-based organization committed to providing resources to local organizations serving individuals and families in need to help improve lives.

Contact Person's Name

Christine DeVlieger

Contact Phone Number

(779) 222-3266

Contact Email Address

cdevlieger@suterco.com

Please add information about the hiring positions

Job Title

Executive Director

Number of Recruiting Candidates

One

Job Description

Position Summary: The role of the Executive Director is to assist the Board of Directors in the fulfillment of the organization's mission. Under the direction of the Board of Directors, the Executive Director is responsible for all administrative, fundraising, fund distribution operations, and stakeholder relations of the organization.

Essential Duties:

- Leadership – Develop, maintain, and implement a process by which KUW establishes strategic direction, conducts tactical and long-term planning, sets measurable goals, and evaluates the results. Responsible for advancing the mission and vision of KUW. Coordinates various standing and ad hoc committees and initiatives of KUW.
- Financial Management – Direct the financial operations of the organization. Ensure adherence to the organization's budget and monitor fiscal expenditures. Prepare various financial and fundraising reports for the Board and committee meetings. Manage the organization's annual audit process.
- Fundraising – Develop and implement year-round resource development strategies, including a campaign plan. Develop, implement, and maintain innovative resource development strategies including, but not limited to annual giving, business support, gifts in kind, major gifts, planned giving and special events. Develop, maintain, and support appropriate training programs, materials, and systems for campaign volunteers.
- Fund Distribution – Develop and implement a plan to allocate available dollars in high impact/outcome programs and to evaluate the results of those investments. Develop, implement, and maintain an agency program funding application, evaluation criteria and fund distribution process.
- Agency Relations – Develop and maintain appropriate and inclusive partnerships with KUW funded and potential agencies.
- Board & Volunteer Relations – Develop and enhance positive relationships and communication with existing and potential Board members and volunteers. Develop and support training and development programs and materials for Board members and volunteers. Attend and participate in all Board and committee meetings.
- Community Relations – Build and maintain appropriate and inclusive partnerships with civic organizations, community foundations, chamber of commerce, local governments, local media, and other health/human service organizations.
- Donor Relations – Develop and enhance positive relationships and communication with existing and potential donors. Create and implement appropriate recognition practices for individual and group donors.
- Marketing and Communications – Develop, implement, and maintain year-round marketing and communication strategies to promote broad support and understanding of KUW.
- Human Resource and Development – Lead and manage all KUW staff, including the recruitment, selection, and retention of the staff.

Job Requirements/Qualifications

Requirements:

- Bachelor's Degree in a related field, a proven track record in the non-profit sector, or an equivalent combination of education and/or experience.
- Excellent written, verbal, and interpersonal communication skills including public speaking.
- Ability to plan, organize and facilitate meetings and presentations.
- Demonstrated thorough understanding of finance including budget preparation and financial management.
- Ability to perform tasks without direct supervision, including excellent time management and workflow organization skills.
- Possess a strong working knowledge of Windows, Microsoft Office Suite, and QuickBooks, as well as social media platforms.
- Demonstrated ability to build and maintain positive working relationships.
- Ability to visit partner agencies, attend campaign kickoffs and community events.
- Attend occasional weekend or evening functions, meetings, or special events.
- Experience in grant making a plus.

Wage/Salary

Salary commensurate with experience. Range \$52,000-\$60,000

Benefits

- This is a fulltime, salaried position and offers the following benefits:
- A Simple IRA matching plan is offered after a 90-day introductory period.
 - Holidays and paid time off.
 - Professional development opportunities.
 - A hybrid work environment is available.

Other Information about the Job

Kishwaukee United Way is an Equal Opportunity Employer committed to diversity, equity, and inclusion.

Way of Application

Send your cover letter and resume to: [hiring@kishwaukeeunitedway.com](mailto: hiring@kishwaukeeunitedway.com)

Application Deadline

10/15/2022

Posting Date

09/14/2022

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