

## **YUBA-SUTTER UNITED WAY: EXECUTIVE DIRECTOR**

### **Employer Information:**

#### About Yuba-Sutter-Colusa United Way

The mission of the Yuba-Sutter-Colusa United Way is to strengthen our communities through effective partnerships, supporting our vision of being the leader in aligning community needs with resources and compassionate giving. The Yuba-Sutter-Colusa United Way has proudly served our local community for 46 years.

### **Job Description:**

The Yuba-Sutter-Colusa United Way seeks an Executive Director to manage all organized activities and provide our partners with quality service and opportunities. The Executive Director guides the development and implementation of the United Way's overall programs and serves as the strategic link between the United Way, the Board of Directors, Partner agencies, and the community. Assures attendance at United Way events, and directs planning to carry out United Way objectives.

**Primary Responsibilities:** Provides professional leadership to United Way partners in a way that fosters the positive reputation, growth and influence of the United Way in the community.

- Responsible for the overall management of the organization and the long-range strategic planning and focus of the United Way.
  - Develop and submit a strategic business plan that will sustain and enhance the organization's revenue to support the goals of the United Way and its partners.
  - Manages the United Way's finances, including preparation and management of the budget and cash flow.
  - Manages recruitment of new partners and the maintenance of existing partners.
  - Develops strategic corporate and community partnerships.
  - Hires and supervises all United Way employees.
  - Serves the Board of Directors.
  - Provides orientation support to board members and agencies.
  - Provides the strategic leadership necessary to assure full Board participation.
  - Facilitates planning for long-range policies and assists in development of strategic goals.
  - Works with Committee chairs regarding the various committee operations and fundraising activities.
  - Schedules and organizes meetings as appropriate.
- Builds positive working relationships with business leaders, local/state political leaders and the community.
  - Responsible for all communication between staff, board partners, and the United Way community.
  - Performs fund development tasks by meeting with key business leaders and individuals to retain existing donors and to procure new donors to the United Way.

- Serves as principal spokesperson for the United Way in all venues, pro-actively ensuring positive representation with a goal to enhance the overall image of the United Way.
- Represents the United Way at various conferences, conventions and business groups.
- Become “the face” of the United Way throughout the region.

### **Knowledge, Skills, & Abilities:**

#### Experience:

#### Financial: A clear understanding of following:

- Balance sheets and P & L statements
- Quick Books
- Non-profit 501c accounting
- Ability to develop draft budgets – coordination with finance committees and Board of Directors
- How to develop new long-term funding prospects through emerging trends in philanthropy

#### Staff Management:

- Ability to build efficient teams, build consensus among staff, deploy best practices, and direct

#### Functional responsibilities.

- Ability to hire and evaluate employees
- Understanding of the basics of employment law, including when to consult HR experts
- Understand need for clear job descriptions and compensation

#### Event Management:

- Planning events for profitability, including cost of staff time/support, volunteer time, mission relevance, and community importance
- Developing sponsorship programs that increase recurring revenue
- Producing events that meet the expectations of partners and the Board

#### Organizational Management:

- Ability to work with Board of Directors to develop an effective and practical business plan with an implementation strategy for success
- Ability to communicate with partners for maximum retention and participation
- Maximize effectiveness of committees/task forces, focus groups, etc.
- Motivate and train volunteers to maximize their talent and time

#### Community Outreach:

- Ability to work with elected officials at all levels of government

- Ability to cultivate partnerships with education, business and Community organizations
- Well-developed communication skills, written and verbal, including the ability to develop working relationships with a variety of stakeholders
- Ability to work with media to promote the United Way

**Minimum Qualifications:**

- 3+years of leadership experience for a not-for-profit organization and/or the business community.
- Excellent writing, problem solving and creative solution skills as well as exceptional interpersonal, team collaboration and negotiation abilities.
- Demonstrated success developing long-term funding in an organization through donor relationship building and philanthropy.
- Finance and budgeting experience for a small to medium sized organization.
- Proficient and comfortable with speaking in public to groups of varying size.
- Proven experience and ability to work effectively with public policy makers, influential business and community leaders, and government officials.
- Proven track record of raising funds, procuring sponsors for community or business organizations.
- Proficient in use of computers, internet, social media, Microsoft Office, and email.

**Preferred Qualifications:**

- Bachelor's degree or relevant work experience
- Proven track record of strong organizational leadership and business acumen.
- United Way or Organizational Management Experience.

**Ideal Candidate:**

The ideal candidate has served in a leadership position in a comparable organization with a proven track record of success. A Bachelor's Degree in business, marketing, finance, non-profit management or related field (or equivalent experience) and a minimum of 3+ years broad-based leadership experience. The successful candidate will possess: experience in developing and successfully implementing strategic plans, fund development experience, supervisory experience, superior written and verbal communication skills, as well as demonstrated experience with managing budgets and evaluating financial statements. In addition, the candidate has demonstrated political acumen, respect, and expertise necessary to operate within political circles.

**Stipend: \$3,000 monthly stipend** for a minimum of 24 hours per week. This is a 3-month contract position with an option to extend to 6 months. At the 6-month mark, parties will assess organizational viability and strategic direction to determine next steps for long-term employment

opportunities. The role combines in-office work at our Yuba City location with remote work flexibility and extensive community field work throughout the tri-county region.

**How to Apply:** Please forward a resume and letter of interest to [president@yscunitedway.org](mailto:president@yscunitedway.org) by **July 11<sup>th</sup>, 2025 at 5:00 PM**. In your letter of interest, please specifically address:

1. Why you are interested in this Executive Director position with Yuba-Sutter-Colusa United Way?
2. What are your connections to the Yuba-Sutter-Colusa communities and how would you leverage these relationships?
3. How would you build sustainable revenue streams and community partnerships in a short timeframe?