

UNITED WAY OF CENTRAL NEW MEXICO
JOB DESCRIPTION
PRESIDENT/CEO

Job Title: President/CEO
Department: Administration
Exempt: Yes

Reports to: Management Committee of the BOD

Salary Classification: Level VI

PURPOSE:

The President/CEO of UWCNM will provide strong, innovative leadership for the organization in promoting and developing UWCNM's purpose, vision and mission, always maintaining integrity, transparency and accountability for the overall organization to the donors and community. The President/CEO will leverage the power of relationships and networks to work across private, public and corporate sectors to improve conditions in our community. The President/CEO is dedicated to shared and measurable goals; creating, resourcing, scaling and leveraging strategies for broad investment and impact. The President/CEO is responsible for building trust in UWCNM and its relevance in our community. The President/CEO is the steward of the brand and understands the President/CEO role in growing and protecting the reputation of and relationship to United Way. The President/CEO values network and strives to leverage United Way's breadth of community presence, relationships, and strategy.

ESSENTIAL FUNCTIONS:

Job Duties and Responsibilities:

- Leads and empowers UWCNM's management team to provide management, marketing, resource development, and systems support to staff and volunteers in advancement of the organization's mission and vision
- Oversees budget and information processes to assure fiscal sustainability
- Maintains a leadership role among UWCNM stakeholders
- Positions UWCNM to carry out the approved Impact Agenda both operationally and through appropriate public policy initiatives, in support of two central priorities: improving family stability, and supporting education and youth development
- Supports effective governance by facilitating recruitment and development of the Board of Directors and other key committees
- Provides direction for the implementation of governing board-approved policies and serves as the principal staff resource in developing and formulating policy
- Expected to have detailed knowledge of policies and procedures within UWCNM as well as those governing not-for-profit organization
- Participates in the development and implementation of the long-range strategic plan; monitor and report on progress and recommend changes
- Facilitates stakeholder philanthropic priorities and alignment of funds for the benefit of the UWCNM

- Ensures that UWCNM maintains the highest degree of financial integrity and transparency in its administration of accounting principals and practices which are subjected to annual independent audit review
- Actively fosters community partnerships at the local, regional, and national levels to maximize the use of resources and sharing of best practices
- Promotes and fosters a work atmosphere that develops strong, effective staff and empowers continued professional development through involvement and participation in organizational and departmental planning and decision making, and cultural, technical and managerial competency

Core Competencies:

Builds Relationships

Initiates, builds and strengthens relationships with all customers, internal and external, by constantly seeking, understanding, and responding to customer needs and wants.

Acts and Thinks Strategically

Models and integrates UWCNM's purpose, mission, vision, and strategies to ensure that the plan of work and allocation of stakeholder resources are aligned and effectively deployed.

Risk Assessment

Identifies risk events and potential impact to implement preventative measures or contingency planning.

Achieves Results

Remains goal and results oriented with the objective and focus of continuous improvement.

Communicates Effectively

Communicates in an open, candid and consistent manner; delivers information effectively in a variety of settings including one-on-one, team settings, and diverse group presentations or meetings utilizing a variety of formats.

Decisiveness

Demonstrates decisive and collaborative decision-making ability.

Leadership

Models high quality, effective leadership to sustain consistently high organizational performance. Demonstrates excellent motivational, judgment, analysis, organizational, team building and planning skills.

Influence Management

Influences others; cultivates strong relationships with a variety of stakeholders. Able to persuasively convince others to support and invest in the work of UWCNM both financially and operationally.

MINIMUM REQUIREMENTS [EDUCATION]:

Bachelor's degree required; Master's degree in business, social sciences, education, nonprofit management or related field is strongly preferred.

MINIMUM REQUIREMENTS [EXPERIENCE]:

- Extensive experience developing and managing high-performing volunteer leadership boards and committees, cultivating and sustaining relationships with major gift donors, corporate and private foundations as well as supervising and cultivating the talents of high-performing staff
- 10 years' experience in transformational management and/or leadership
- Demonstrated ability to collaboratively work with diverse communities in a variety of settings
- Advanced leadership and communication abilities with which to lead organizational development success in a highly dynamic setting responsive to a complex and changing environment
- Proven strategic leader, capable of articulating UWCNM's vision to donors, volunteers, staff and other constituencies
- High level experience in administrative management and staff supervision, including experience working effectively with volunteers, the community, and a governing board
- Demonstrated ability in public speaking, written and oral communication, and interpersonal skills
- Demonstrated experience in large scale fundraising, to include identifying and securing national and regional grants
- Understanding of the social, economic and political landscape of UWCNM's four-county area preferred

EQUIPMENT USED:

- Automobile use is essential; Must possess a valid New Mexico driver's license
- Knowledge of Microsoft and Database software and products
- Advanced computer abilities using standard PC based office equipment

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to lift a minimum of 40 pounds.
- The position demands significant community presence, including many evening activities, luncheons and breakfast meetings. A high level of stamina and energy are required.