



POSITION ANNOUNCEMENT

President & CEO

United Way of Kennebec Valley (UWKV) is seeking its next President & Chief Executive Officer (CEO). The next President & CEO is well-positioned to advance the organization's strategy in its focus areas: building a strong healthy community, giving all kids equal opportunity, and improving financial security for everyone. Learn more about the United Way of Kennebec Valley at <https://uwkv.org/>.

THE OPPORTUNITY

This is a moment of growth and opportunity for UWKV, as we build on another successful campaign cycle, advance the work of Impact2032 (a community-wide strategy to drive our focus areas), and advocate for support and resources for the ALICE (Asset Limited, Income Constrained, Employed) community in Kennebec Valley.

The incoming President & CEO must be a leader who is highly visible, is mission-driven, and finds joy in cultivating productive collaboration. Reporting to the Board of Directors, the President & CEO will create and leverage partnerships across the private, public, and nonprofit sectors to deliver on our mission to unite people and resources to improve the lives in our community. The President & CEO will develop strategy and direction for staff, ensuring diverse resource and revenue streams, and promote innovation and accountability for the organization's overall operational and fiscal integrity. This position works closely with the Board and its committees, partner programs, business and government leaders, education partners, key community members and donors, and other stakeholders to advance the organization's mission and financial sustainability. The President & CEO oversees the coordination, planning, and implementation of UWKV's resource development, community investment, and volunteer activities.

The ideal candidate is someone who leads with humility and integrity, can guide and support a driven, high-functioning team, and believes in the power of community and relationships to build lasting, positive change for Kennebec Valley.

COMPENSATION

United Way of Kennebec Valley offers a competitive salary in the range of \$110,000 to \$150,000, commensurate with experience. The organization's benefits package includes insurance (medical, dental, life, and short-term/long-term disability), paid leave (vacation and sick time), and a retirement savings plan with a generous company contribution.

APPLICATION PROCESS

To apply, interested candidates should submit their resume, cover letter, and the names of three professional references to hring@uwkv.org. The review of materials and interviews will begin immediately and continue until the position is filled.

ENUMERATED RESPONSIBILITIES FOR THE PRESIDENT & CEO

Strategy & Leadership

- Assure that UWKV has a long-range strategy that achieves its mission and makes consistent progress toward its vision.
- Work closely with the Board to maintain a compelling core vision, uphold the organization's values, and develop appropriate policies.
- Partner with the Board and staff to craft long-term organizational goals and develop strategies to ensure that they are achieved. Lead the development, implementation, and execution of the annual operational work plan.
- Provide vision and leadership in developing financial and programmatic plans.
- Create and build awareness of UWKV's role in the community by serving as the chief representative to all internal and external stakeholders, including the Board, staff, business leaders, partner programs, donors, government entities, education partners, and the public.
- Lead, as needed, or otherwise participate in external meetings, councils, and forums, as appropriate, to develop collaborative responses to human service needs.
- Provide vision and leadership to advance UWKV's internal and external diversity, equity, and inclusion strategies.
- Represent the interests of health and human service organizations through UWKV's public policy and advocacy priorities at federal, state, and local levels.
- Maximize collective impact by supporting and encouraging cross-sector partnerships and collaborations.
- Champion innovative approaches toward solving community issues.

Governance

- Ensure that the Board has access to all information needed to carry out its governance responsibilities and fully understands issues that impact the service area, trends in philanthropy, and other information to make decisions regarding UWKV's direction.
- Report regularly to the Board on the activities of the organization and progress toward meeting strategic objectives and carrying out the annual operational work plan.
- Identify issues and policies that require Board action.
- Develop Board meetings that allow members to fulfill their responsibilities, as well as conduct strategic discussions on organizational imperatives.
- Collaborate with the Board in the development of an effective and motivated Board team that includes community members who have the skills and experience to help further the mission of UWKV.
- Provide orientation for new Board members and ongoing education for the Board on the mission and their role in fulfilling it.
- Provide monthly financial reports and/or financial presentations to the Finance Committee and Board of Directors.
- Provide staff support to and assure the integration of Board committees.

Fundraising & Community Impact

- Achieve fundraising goals related to well-defined strategies.

- Directly solicit a portfolio of corporate and leadership-level donors.
- Identify opportunities to maintain and build new partnerships and generate revenue in order to maximize impact. Collaborate with the Director of Development and volunteers to cultivate new prospects through research and networking.
- Plan and secure a stable succession of volunteer campaign leadership to maintain continuity for the annual campaign.
- Monitor and review corporate campaigns for progress, identify opportunities for improvement, and develop associated strategies.
- Ensure the success of UWKV's 10-year collective impact work, known as Impact2032, and effect measurable change.
- Manage the Community Investment Process—including application and performance metric development, partner program engagement, program review, monitoring, and evaluation of outcomes—in alignment with Impact2032 goals and with key support from the Director of Community Impact.

Management & Administration

- Foster an organizational culture of integrity, inclusion, cultural competency, transparency, service, and professionalism. Model behavior consistent with the mission and purpose of United Way.
- Attract and retain a high-performing staff team, provide leadership to the staff, and delegate responsibilities.
- Ensure that the organization operates within the financial parameters set by the Board and that available resources are distributed appropriately. Provide fiscal oversight for the organization's investments, reserve, budgets, and financial reporting.
- Collaborate with the external CPA firm and Finance & Operations Manager to support the organization's annual audit and implement audit recommendations annually.
- Develop and oversee annual budget and financial planning, working closely with the Board Treasurer and Finance Committee.
- Review and authorize all expenditures.
- Ensure all financial and membership reports to United Way Worldwide (UWW) are submitted.
- Directly manage four staff members, ensuring that adequate training, support, and resources are in place to achieve goals.
- Develop and maintain position descriptions, establish employee performance standards, conduct regular employee performance evaluations, and ensure sound human resource practices are followed.
- Ensure appropriate internal UWKV policies are established, followed, and regularly updated.
- Maintain a working knowledge of significant developments and trends in the nonprofit sector.
- Ensure effective use of UWKV's donor database and ensure organizational data integrity. Maintain strict privacy and confidentiality of sensitive information.

- Manage compliance with UWW regulations. Maintain official records and documents, and ensure compliance with federal, state, and local regulations.

Other Duties as Assigned

- Fulfill other duties and special projects as discussed with the Board.

Qualifications:

- Bachelor's degree. Master's degree preferred.
- Minimum of 5-8 years of leadership experience (preferably in a nonprofit organization) that includes successful experience in administration, fiscal oversight, staff supervision, and fundraising.

Preferred Skills:

- Highly developed relationship-building skills, written communication skills, and public speaking skills.
- Team player with ability to work effectively with people from diverse backgrounds and in diverse settings.
- Strong supervisory skills.
- Ability to multi-task, organize, plan, and have a sense of urgency with deadlines.
- Fluent in the English language, both oral and written, including correct punctuation, spelling, and grammatical usage. Strong proofreading and editing skills a must.
- Strong computer skills, with emphasis on Microsoft Office.
- Ability to understand and commit to the mission of United Way.
- Driver's license and access to reliable transportation.

Working Conditions:

While performing the duties of this job, the employee is frequently exposed to office work environment conditions. Internally controlled working environment with little or no hazardous conditions (e.g., fumes, toxic or caustic chemicals, extreme heat/cold conditions, vibrations, and/or airborne particles) in normal work location. The noise level in the work environment is usually quiet to moderate. Participation in early morning, evening and weekend meetings and events is required. The employee will frequently be required to utilize own transportation to travel throughout the Kennebec Valley region to visit with stakeholders. The employee will also be required to occasionally attend meetings and events out of the area.

Physical demands include:

- Remaining stationary approximately 50% of the time.
- Operating a computer and other office productivity machinery.
- Communicating information and ideas so others will understand. Must be able to exchange accurate information.
- Moving about the office and in the community.
- Moving boxes or supplies up 50 pounds, with or without accommodation.

Diverse & Inclusive Workplace:

United Way of Kennebec Valley is an equal opportunity employer. UWKV is committed to seeking and sustaining a culturally and ethnically diverse environment and to the principles that promote inclusive practices.

Diversity, equity and inclusion lies at the core of achieving our mission, living our values, and advancing the common good. We acknowledge that injustices have persisted throughout history and continue to exist in our communities today. Within our own organization, we strive to create and maintain an equitable and inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work. We constantly work to:

- take the broadest possible view of diversity, going beyond visible differences, to affirm the humanity of all individuals.
- bring an equity lens to our organizational practices to guide decision-making and advance goals in this space.
- engage the power of inclusion to create the innovative solutions and community ownership necessary to address complex community issues.
- hold ourselves accountable, consistently examining and evolving our core beliefs over time, to honor the members of our communities.
- work toward our staff and volunteers broadly reflecting the diversity of the communities we serve.

For more information: <https://uwkv.org/Diversity>