

Job Description  
**EXECUTIVE DIRECTOR**

**Position Summary:** The Executive Director serves as the chief professional officer of the United Way of Parker County (“Organization”) to administer, coordinate, and direct the organization; and to manage and implement the fundraising & allocation program of the Organization.

**Reports To:** The Board of Directors

**Principal Duties:**

**I. Administration and Management:** Develop and maintain records, database(s) and files of the program. Develop correspondence, memorandums, reports, and respond to telephone inquiries, etc. with a timeliness and accuracy.

- a. Oversees the day-to-day operations and all business affairs of the Organization.
- b. Oversees all financial affairs, maintains all bookkeeping records of all accounts of the Organization - monthly, and develops the annual budget for the Board.
- c. Routinely informs the Board of important issues or occurrences.
- d. Hires, trains, and supervises professional and support staff.
- e. Ensures that Board committees work toward accomplishing specific objectives and tasks.
- f. Within the policies and by-laws of the Organization, the Executive Director has the authority to take necessary action to perform the job responsibilities. Must exercise judgment and discretion in the performance of duties.

**II. Fund Raising**

- a. Plans and coordinates the annual fundraising campaign.
- b. Ensures that Campaign committees and Divisions work towards accomplishing specific objectives and goals.
- c. Maintains administrative responsibility for the collection, disbursement and bookkeeping records of all funds raised and disbursed in the name of the Organization.
- d. Provides ongoing professional support to campaign efforts and maintains campaign records and statistics.
- e. Coordinates member agency support to the campaign.
- f. Oversees all publicity including printed materials, video, speakers’ bureau, media placements, events, photography, and awards.
- g. Participates in functions outside normal business hours to assist in creating public awareness of the program and maintaining liaison with member agencies, organizations and individuals in the community.

**III. Relations to Board of Directors:** Must possess interpersonal skills to maintain quality relationships with the Executive Committee, Board members, key volunteers, staff, the public, member agencies and other service/business organizations. Shows effectiveness in utilizing staff and volunteer resources.

- a. Routinely informs the Board on the status of the Organization’s objectives and compliance.
- b. Serves as the principal professional resource to the Board and its committees.
- c. Direct and advise in matters of policy formulation, interpretation, and compliance.
- d. Recommends, develops, and implements new policies and programs to help assure the long-term viability of the Organization, to be responsive to changing needs and to maintain compliance.

**IV. Planning, Allocations and Agency Relations:** Plans, schedules, and organizes the coordination and conduct of Board, volunteer and community meetings and events.

- a. Provides technical assistance and consultation to member agencies and their volunteers and volunteers, and United Way volunteers regarding the allocation process.
- b. Assists in the development of an acceptable plan for allocation and distribution of United Way funds.
  - 1) Provides oversight to the Allocation Committee.
  - 2) Recruits and trains volunteers to participate in the allocation process.
- c. Develops a process to assure recipient agencies use United Way funds in a fiscally responsible manner.
- d. Provides Board service to other member agencies and/or related organizations.
  - 1) PC Resource Group, as Convener to manage & maintain data and records, schedule meetings, prepare agendas, schedule speaker/program, etc.
  - 2) PC Health Services Committee – member.
  - 3) Emergency Food & Shelter Program – member.
- e. Provides information on new and emerging needs.

**V. Skills and Knowledge:**

- a. Should demonstrate a proficiency in use of software applications for word processing, spread sheets, bookkeeping, presentations, file management, databases, publishing & imaging, Email, Internet usage and search capable, and Website maintenance. Should demonstrate an aptitude for contact and calendar management systems and organization.
- b. Should demonstrate experience with common office equipment, including telephone systems/voicemail, printer and scanner use, 10-key, fax and basic PC computer skills and applicable software.
- c. Should possess good one-on-one communications and presentation skills; effective grammar and writing skills, Develop and maintain positive public image; ability to write reports and business correspondence; effectively present information and respond to questions from individuals and/or groups. Deal personably and positively with individuals, including other employees, volunteers, clients, and the public.