



## Position Description

United Way  
of Rutland County

<b>Title:</b>	Executive Director	<b>Date:</b>	10/2023
<b>Incumbent:</b>		<b>Analyst:</b>	BOD
<b>Reports to:</b>	Board of Directors	<b>FLSA Status:</b>	EX

### Company Overview:

United Way Rutland County, a key branch of the United Ways of Vermont, is dedicated to improving lives and building a stronger community in Rutland County, Vermont. We aim to mobilize the community to create lasting changes in community conditions. We are committed to fostering a culture of collaboration and innovation to drive meaningful impact. As we continue to expand our technological capabilities, we are seeking a skilled and experienced Executive Director to join our team.

### Summary

The Executive Director is responsible for the overall strategic direction, business development, and financial performance of the UWRC in support of achieving and advancing its mission. This includes the functional areas of Program Operations, Fundraising, Administration, and Program Development. The Executive Director is responsible for regular and open communications with the Board of Directors and its committees.

### Essential Responsibilities

1. Leads the development and execution of strategic plans in alignment with United Way of Rutland County's mission and objectives.
2. Directs all day-to-day operational aspects, including fundraising, financial management, program development, and staff management, ensuring effective and efficient implementation of organizational goals.
3. Cultivates and maintains strong relationships with key stakeholders, including donors, community partners, private foundations, corporations, local government entities, and other relevant organizations, to foster collaboration and support for the organization's initiatives.
4. Develops and implements comprehensive fundraising strategies to secure financial resources and ensures the long-term sustainability of the organization's initiatives and programs.
5. Monitors and evaluates program outcomes, utilizing data-driven insights to measure impact and inform continuous improvement efforts.
6. Serves as the primary representative of United Way of Rutland County at various community events, meetings, and public forums, effectively developing new partnerships and communicating the organization's mission and impact.
7. Collaborates with the Board of Directors, providing regular updates and working closely to develop and execute strategies that align with the organization's mission and vision.
8. In consultation with the Board of Directors, recommends potential new board members based upon specific recruitment needs of the board to ensure the optimal knowledge composition.

9. Ensures compliance with all company, state, and federal policies, laws, and regulations regarding employment and employee safety.

### **Qualifications**

- Bachelor's degree in a relevant field required; Master's degree preferred.
- 5 or more years of progressive leadership experience within the non-profit sector, demonstrating a successful track record of organizational management, fundraising, and community engagement.
- Strong understanding of non-profit operations, financial management, and best practices, with a demonstrated ability to develop and implement effective strategies.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with diverse stakeholders.
- Strong analytical and problem-solving abilities, focusing on data-driven decision-making and results-oriented leadership.
- Proficiency in Microsoft Office Suite, including outstanding desktop computer skills, to effectively manage and analyze data, create reports, and communicate with stakeholders.
- Passion for the mission of United Way of Rutland County and a deep commitment to improving the lives of individuals and families within the community.
- Proven ability to lead and collaborate with a diverse team, fostering an inclusive and supportive work environment.

### **Licenses and Certifications**

- Valid Vermont Driver's License.
- Able to travel to various locations as necessary.

### **Physical Demands**

The incumbent must regularly use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Frequently required to sit. Occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment is typically an office setting but may include time at agency locations or conference meeting centers. The ability to travel between work sites is necessary. The noise level in the work environment is usually moderate.

*This position summary is intended to describe the general nature and level of work being performed by people in this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. Individuals within this job may perform other duties as assigned.*