



605-224-9229 • CapAreaUnitedWay.org

Title: Executive Director
Reports to: United Way President and Board of Directors
Full-Time: Salaried Exempt
Salary: \$70,000-\$75,000, negotiable depending on experience

Position Summary

The Capital Area United Way seeks a dynamic Executive Director with high-level interpersonal and communication skills to lead our organization. The Executive Director is responsible for the management, strategic planning, and fiscal integrity of the organization.

The Executive Director leads the Capital Area United Way in community-wide fundraising efforts to support local non-profits address community needs in Hughes and Stanley counties. The Executive Director must build and maintain trust in United Way's mission and relevance within the community and play a proactive role in all aspects of public relations, ensuring United Way's positive impact resonates widely.

The Board of Directors is receptive to innovative approaches and are willing to consider alternatives that may involve hiring up to two individuals to collectively address the responsibilities of the role.

The Capital Area United Way offers flexible scheduling, paid vacation and sick leave, and eleven paid holidays.

Responsibilities

Fund Development

- Plan, organize, and implement annual United Way fundraising campaign.
- Provide professional fundraising assistance to Campaign Chair/Co-Chairs and Board.
- Engage on all matters relating to the annual fundraising campaign.
- Develop personal contacts and cultivate current and potential donors.
- Solicit contributions from corporations, individuals, and foundations.
- Pursue an annual increase in allocations for Partner Agencies.

Relations to Governing Board

- Keep the board fully informed about the work of the organization.
- Communicate any feedback received about the United Way.
- Inform the board of national, state, and local activity affecting the organization.
- Recommend new policies and programs.

Community and Agency Relations

- Develop relationships with Partner Agency directors.
- Provide consultation on services and program budgets.

Fund Distribution

- Lead the Partner Agency allocation process.

- Ensure resource allocation aligns with community priorities.

Administrative Duties

- Ensure compliance with business and financial standards.
- Manage financial resources, budgets, and records.
- Advise the Board on organizational plans and policies.

Marketing and Public Relations

- Promote the Capital Area United Way to enhance public understanding and support.
- Lead public relations efforts.
- Develop and implement media plans, including social media.

Strategic Planning

- Assist in developing long-range plans.
- Identify options for organizational improvement.

Volunteer Development

- Develop and support volunteer programs.
- Recruit, train, and orient Board Members and volunteers.
- Provide support and information to volunteers and the board.

Ideal Qualifications

- Associate's or Bachelor's degree is preferred, but all candidates with relevant education and experience will be considered.
- Qualifications necessary for successful performance include:
 - FUNDRAISING – Knowledge of planning and successfully executing fundraising campaigns
 - INITIATIVE – Display a high level of effort and commitment towards completing assignments and goals.
 - RELATIONSHIP BUILDING – Work to build and maintain professional relationships with donors, board members, and partner agencies.
 - ACCOUNTABILITY – Ability to take direction and follow through on tasks and take responsibility for both positive and negative outcomes.
 - COMMUNICATION – Communicate clearly with stakeholders at all levels and keep them informed; be able to present to both small and large groups.
 - LEARNER – Actively seek, collect and evaluate information to learn more.
 - ATTENTION TO DETAIL – Attend to all details of assignments and complete work properly, accurately and thoroughly.

How to Apply

Send letter of application and resume to lauraringling@gmail.com or to CAUW Exec Search, PO Box 1111, Pierre, SD 57501. First review of applications is May 1, 2024.