



POSITION DESCRIPTION PRESIDENT and CEO

VISION AND MISSION

UWMOC mobilizes donors, volunteers and community partners to improve the lives of youth and their families. We strive to ensure that every child is successful, every family is financially stable, and every community we serve is stronger.

HISTORY

United Way of Monmouth County (UWMC) was incorporated in 1967 by a group of business, labor and community leaders with two goals in mind: to raise funds for local agencies through a single campaign conducted in the workplace, and to distribute those funds in a thoughtful manner. That year, \$128,000 was raised for 27 agencies. Two years later, United Way of Ocean County (UWOC) formed as an offshoot of Monmouth County United Charities when Ed Moran spearheaded the movement to raise funds for Ocean County residents in need. In 1976, United Charities incorporated into the United Way of Ocean County. Over the next two decades, UWMC grew exponentially in funding and community impact, including the coordination of the "First Call for Help" information and referral service. In the last two decades, UWMC has been a lead agency responding to such crises as 9/11 and Superstorm Sandy.

In 2014, United Way of Monmouth County's Women's Leadership Council was formed by a group of passionate and dedicated women focused on making sure children in the community receive a quality education that prepares them for higher learning or employment. In 2015 in partnership with several other agencies, UWMC opened the Financial Success Center in the Freehold Raceway Mall to provide comprehensive resources under one roof to help residents move from financial difficulty to economic well-being.

UWMC and UWOC merged in 2016 to form United Way of Monmouth and Ocean Counties (UWMOC). UWMOC jointly serves the residents of Monmouth and Ocean counties by partnering with local organizations to build initiatives that address common goals in the areas of education, income and health. The Women's Leadership Council was re-branded as Women United, also serving both counties.

In 2017, UWMOC's strategic planning process cultivated a new mission, vision and strategic goals for the organization. UWMOC adopted the new focus areas of school readiness, early grade reading, youth career pathways and financial stability for its community impact work to improve the lives of youth and their families. The organization received a \$1 Million Challenge grant from the Jay and Linda Grunin Foundation, and is in the process of raising the matching \$1 million by 2021.

UWMOC currently has a staff of 10 and an operating budget of \$3.5 million. Funds are raised from a variety of sources, including foundations, individuals, corporate campaigns, and public entities.

Community partners include a wide range of other nonprofits and government agencies, and collaboration from the corporate sector is a key element of UWMOC's impact. The organization

enjoys a strong reputation and a long history as a community support and collaborator, as well as a convener of and advocate for community partners.

THE FUTURE

The most recent strategic plan will set the course for UWMOC over the next few years. UWMOC will increase the community's understanding of the shift from an allocations funding model to a community impact funding model. As the face of the organization, the President/CEO will nurture current relationships and build new ones as part of this effort, helping funders and partners understand the important role UWMOC plays in school readiness, early grade reading, youth career pathways and financial stability. The new and important impact UWMOC is having makes it an exciting time for a President/CEO to educate the community on what United Way does and how it does it.

www.uwmoc.org

POSITION SUMMARY

United Way of Monmouth and Ocean Counties seeks a dynamic leader who will take the organization to “the next level” – in funding, visibility, leadership in the community and community impact. The President/CEO will lead, manage and direct the total operation of United Way of Monmouth and Ocean Counties, promoting the organization's mission of “mobilizing donors, volunteers and community partners to improve the lives of youth and their families.” This individual will implement the organization's strategic plan and lead the organization toward advancing its mission by creating new revenue sources, innovative community partnerships and strong programs.

Reporting to and partnering with a strong and committed Board of Directors, the UWMOC President/CEO is directly responsible for managing all organizational operations and activities, including providing leadership and direction to staff and ensuring proper fiscal and operational management; as well as establishing and maintaining significant relationships with persons at all levels within the public, private and nonprofit sectors, including major donors (individuals and foundations), corporate chief executives, local government leaders, labor representatives, leaders of other funding organizations, key planning organizations, agencies and representatives of other United Way organizations (both local and national).

RESPONSIBILITIES

Strategic

- Implement the new strategic plan, working with staff and community partners and updating the board regularly. Work with the board in the strategic planning process every three years.
- Monitor the organization's progress against the strategic plan.
- Provide vision and strategic insight to the board for fulfilling the mission of the organization, utilizing input from multiple sources, including external and internal constituents.
- Develop priorities for program activities in a manner that is consistent with the strategic plan and the intent of the board.
- Insure that the board has access to all information needed to carry out its governance responsibilities, to fully understand issues that impact the service area, trends in philanthropy and other information to support decisions regarding the direction of UWMOC. Develop an annual business plan and report on progress in achieving goals.
- Develop effective, state-of-the-art marketing strategies that position UWMOC as a regional leader for achieving community impact.

- Identify new opportunities to build partnerships with a broad and diverse group of external constituents and leverage resources in an effort to maximize impact.
- Partner with external organizations to encourage the exchange of information and the building of collaborations.
- Convene and participate in external meetings, councils, forums, etc. to insure the organization has the most current and relevant information to use in decision-making.
- Support an organizational culture of integrity, transparency and service.

Resource Development

- Grow and broaden a funding base from individual donors, foundations, and corporations; develop and build upon special fundraising events; work closely with the Board to inspire continued and greater participation in identifying, planning, and executing new and innovative ways to raise money to enable growth.
- Be the chief fundraiser for UWMOC; oversee all donor relationships and fundraising strategies.
- Identify, cultivate and steward new sources of partnerships and revenue.
- Develop creative strategies, plans, and staffing for achieving financial goals.
- Establish resource development goals with the Board of Directors.

Community Leadership

- Advance the mission and image of UWMOC by serving as the chief representative to all internal and external stakeholders, including the board, staff, local nonprofits and companies, donors, the media, the government and the general public.
- Represent the interests of health and human service nonprofits through advocacy efforts designed to educate corporate and government representatives about community needs.
- Champion innovative approaches to addressing community issues.
- Oversee all program activities.
- Ensure that current programs are consistent with the organization's mission; oversee their monitoring and evaluation.
- Provide oversight and guidance on the development of new programs.
- Convene and lead donor, volunteer, community partner and staff discussions and activities related to the organization's mission.
- Provide leadership in response to local, state or national disasters/crisis situations.

Governance

- Report regularly to the board on the activities of the organization and progress toward meeting annual plan goals and strategic objectives.
- Ensure board members are kept informed of matters and developments that warrant their attention and that encourage best practices on organizational governance.
- Identify issues and policies that require the action of the board.
- Work with the Board Chair to develop board meetings that allow the members to fulfill their fiduciary responsibilities, and that provide the opportunity for strategic discussion on organizational imperatives.
- Staff the Board of Directors, Executive Committee, and other task forces and committees as appropriate.

Administrative

- Set operational policies for the organization and oversee their consistent and proper execution.

- Establish a culture that ensures that the organization attracts and retains the talent necessary to successfully carry out its programs and mission.
- Staff the organization with fully competent, diverse and culturally competent professionals; delegate responsibilities and authority. Work with a committed and knowledgeable staff to develop, monitor and evaluate an annual organizational work plan. Promote continued professional development among staff.
- Create an atmosphere that fosters the development of strong, effective teams and empowers staff through involvement and participation in decision-making.
- Ensure that the organization operates within the financial parameters set by the board with an emphasis on maintaining a balanced operation and that available resources are distributed appropriately.
- Provide the fiscal oversight for the organization's investments, budgets, and financial reporting.

REQUIREMENTS (KNOWLEDGE, SKILLS, ABILITIES)

Visioning and Strategic Thinking

- Experience in developing and implementing strategic plans.
- Able to see the 'big picture' of how UWMOC fits into the regional landscape and how it can continually enhance its impact on the community.
- Experience in public policy and/or advocacy leading to strategies and action that improves lives.

Leadership

- Proven track record as an inspiring and strategic leader able to balance both external and internal responsibilities.
- Leadership experience directly applicable to an organization dedicated to service and integrity.
- Able to develop, recruit, retain and inspire both staff and volunteers.
- Extensive experience in identifying, cultivating, and stewarding relationships with a broad and diverse group of constituents.
- Able to build partnerships to increase impact.
- Able to be strategic in both development and implementation of short- and long-term goals and objectives.

Communicating and Influencing

- Exceptional communications skills in writing and orally, both formally and extemporaneously. Experience as an inspirational public speaker adept at addressing a variety of diverse audiences.
- Knowledge of social media technology and its use in enabling effective communications.
- Experience in relationship-building with a wide range of constituents both individually and in group settings.

Problem-solving and Decision-making

- Experience in analyzing complex sets of data and determining appropriate courses of action.
- Skill in developing innovative approaches to solve internal and external issues.
- Skill in engaging others to support problem resolution as appropriate.
- Able to manage calmly, diplomatically and effectively.

- Able to quickly understand multiple issues, to determine how they interconnect and to develop recommendations to address them.

Business Knowledge/Savvy

- Strong understanding of financial processes.
- Ability to convene and engage individuals, community partners and corporations in collaborative partnerships to assess community needs and plans to address these needs.
- Understanding of the factors that motivate people and organizations towards philanthropic giving and the ability to use this information to achieve the organization's mission.

Personal Excellence

- An ethical individual with outstanding human qualities, able to relate to diverse audiences; able to impart trust, integrity, stability, sensitivity, common sense and tolerance to motivate others in a similar vein.
- Strength in being a decisive and compassionate leader.
- Passion to make a positive difference in the lives of people in need.
- Willingness to take strategic risks when appropriate.
- Initiative, strong work ethic and drive for results.

EDUCATION AND EXPERIENCE REQUIRED

The President/CEO will have extensive experience in the management of organizations of comparable size. The individual will possess sufficient expertise on issues relevant to the organization to make well-informed, mission-related decisions and command the confidence and respect of stakeholders. Proven managerial and operational skills as a leader in government, a nonprofit community-based organization, or the private sector – provided the individual has considerable interaction with the nonprofit sector.

- Proven experience as a dynamic fundraiser and marketer, with the ability to secure financial support from diverse sources.
- Proven ability to network, develop and maintain relationships with community representatives, government officials, business executives, foundation officials, individual donors and the media.
- Proven ability to lead a highly motivated, experienced senior leadership team.
- Strong planning, interpersonal and communications skills.
- Successful track record in management, including financial management, human resources, budgeting, contract administration, and strategic planning.
- An advanced degree or equivalent experience.

UWMOC is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-merit factor.

Applications and nominations can be sent in strict confidence to: G. Angela Henry, Principal, Phillips Oppenheim. CEO4UWMOC@gmail.com