

LIVE UNITED



Heart of Missouri United Way
uwheartmo.org

CEO Job Description and Core Competencies

Title: President and Chief Executive Officer, Heart of Missouri United Way

Reports to: Board of Directors

ORGANIZATION OVERVIEW

About Heart of Missouri United Way

Heart of Missouri United Way fights to improve lives in the community. Our community wins by Living United: By responding to changing community needs. By forging strategic partnerships and fostering effective solutions to tackle local issues. By harnessing the best resources and inspiring others to join the fight in defeating barriers to basic needs, health, education, and financial stability.

Heart of Missouri United Way began in 1946. Serving Boone, Cooper, and Howard counties, Heart of Missouri United Way supports local nonprofit organizations through strategically created grants, expanding capacity building support, and community-wide collaboration. Through partnerships with the City of Columbia, Boone County Children’s Services, Veterans United Foundation, and Community Foundation of Central Missouri, Heart of Missouri United Way coordinates support to maximize the collective impact of community resources.

Additional information can be viewed at uwheartmo.org.

OVERVIEW OF RESPONSIBILITIES

The President/CEO is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The President/CEO leverages the power of relationships and networks, and works across private, public, and corporate sectors to improve conditions in the community. The President/CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The President/CEO is dedicated to shared and measurable goals that advance equitable outcomes in the community – creating, resourcing, scaling, and leveraging strategies for broad investment and impact. The President/CEO is the steward of the brand and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values network and strives to leverage United Way’s breadth of community presence,

relationships, and strategy.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

The major responsibilities of this position include, but are not limited to:

Community Impact

The President/CEO is mission-focused and responsible for the overall impact of Heart of Missouri United Way on the community, with emphasis on increasing its capacity to drive the impact agenda. The President works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government, and non-profit sectors. The President/CEO is responsible for foster capacity building strategies within Heart of Missouri United Way as well as among nonprofit partner agencies in an effort to maximize the impact of grants and create efficiencies in the delivery of grant funded program services.

Resource Development

The President/CEO is relationship-oriented and charged to drive key results in fundraising; to identify, cultivate, and solicit prospective donors and key leaders of prospective new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to promote a culture of fundraising in the organization, both at the staff and board level.

Strategic Management

The President/CEO is highly collaborative and serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and the Heart of Missouri United Way staff to craft organizational strategic plan and goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities based on the strategic plan in the areas of community impact, resource development, and staff alignment.

Organization Management

The President/CEO is results driven and accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The President/CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises top staff positions and establishes individual goals; works with the Chief Financial Officer to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that Heart of Missouri United Way goals of inclusiveness and diversity among staff and volunteers are met.

EXPERIENCE/POSITION REQUIREMENTS

- Substantial experience working in the nonprofit sector (United Way experience is desirable), and

interacting with volunteers and diverse boards. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.

- Experience in building revenue and increasing philanthropic support.
- Experience in organizational budgeting and aligning multi-year revenue projections with investment strategies.
- Experience in creating and managing strategic plans
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Experience in or across multiple sectors, including nonprofit, public, and corporate environments.
- Experience in developing partnerships, building teams, and conflict management.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.

S/he has unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; and a high energy level and sense of humor.

Education Background

Required:

- An undergraduate degree from an accredited university
- Supervisory experience

Preferred:

- An advanced degree, MPA or MBA and/or CFRE certification

WORK ENVIRONMENT

Heart of Missouri United Way is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at HMUW will be based on merit, qualifications, and abilities. HMUW does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

CEO Specific

- Visionary: The CEO is the Chief Mission Officer who has a clear vision for the organization, and

confronts the complex realities of the environment and simultaneously maintains faith in a better future, providing purpose, direction, and motivation.

- **Organizational Leadership:** The CEO demonstrates strategic leadership balanced with authenticity, respect for others, and trust building within the organization, with the Board, and stakeholders. Proactively drives an organization to a higher level of performance, efficiency, and growth through inspiring action and commitment for best results.
- **Influence in the Marketplace:** The CEO has growth mindset, builds and cultivates network of relationships, is influential and leverages United Way's unique position to proactively increase visibility, reputation, and competitive advantage that generates interest, has a passion for investing in the community, and successfully navigates the complex dynamics of local, regional, and national environment.
- **Grow Business and Revenue:** The CEO possesses a high-level of business acumen and broad management skillset, is effective at generating and growing financial support for the organization, can raise funds by effectively engaging and linking a variety of donors (individuals, corporations, major giving, and other segments), and volunteers to inform and contribute to advancing the mission.
- **Partnership Mindset and Network-Oriented:** The CEO has a partnership mindset who values and leverages the power of networks, leverages the 1,800+ United Ways, its collective buying power, 11,000+ employees, 30,000+ board members, and United Way's breadth of community presence, relationships, and strategies, and provides leadership at the local, regional, national, and global level.