

The United Way of McMinn & Meigs Counties, based in Athens, Tennessee, is seeking an imaginative, energetic, and motivated self-starter to lead the organization as its President and Chief Executive Officer (CEO). The United Way of McMinn & Meigs Counties is a community-based philanthropic organization that works with a variety of volunteers and community stakeholders to identify community needs and then facilitate collaboration and maximize resources to meet them. Primary among United Way of McMinn & Meigs Counties' goals is to ensure a strong quality of life for all residents of the service area by promoting good health, educational opportunities, and financial stability.

The President and CEO will serve as the face of the United Way of McMinn & Meigs Counties, representing the organization within the greater community and to its stakeholders, which include employees, board members, volunteers, local businesses and nonprofit organizations, and donors, among others. The successful candidate will set the strategic direction for United Way of McMinn & Meigs Counties and ensure that strategy is effectively implemented. The successful candidate will need to be visionary, innovative, and strategic, while being able to provide community and organizational leadership, develop and manage resources, and ensure operational accountability and fiscal integrity.

Responsibilities of the position include, but are not limited to:

- Generating and growing financial support for the organization. Engaging donors, volunteers, and the community-at-large in advancing the mission, and ensuring resources are allocated properly to reflect present needs and future potential needs.
- Providing the fiscal oversight for the organization's endowments, investments, budgets, financial controls, and reporting.
- Working with the Board of Directors and volunteers to carry out the annual community-wide fundraising campaign.
- Assisting Partner Agencies to make sure they are meeting community needs while also ensuring they are being held accountable to donors and community stakeholders by meeting United Way's rigorous fiscal and operational standards.
- Quickly establishing and maintaining credibility and visibility in the community, and building diverse alliances and relationships with relevant local, state, and national partners, including United Ways of Tennessee, United Way of the USA, and United Way Worldwide.
- Operating within the purview of the board bylaws, and serving as the leader of the organization under the guidance of the Board of Directors.
- Reviewing and revising, as needed, processes and policies so that the organization can achieve its goals and objectives.
- Demonstrating inspired, strategic, and transparent leadership balanced with authenticity, respect for others, and trust building with all stakeholders, including the Board of Directors.
- Engaging the Board, providing up-to-date information and advice, and ensuring that the budget, staff, and priorities are aligned with the organization's values and mission.

- Retaining, recruiting, motivating, mentoring, and leading a high-performing staff, as well as volunteers, to carry out the functions of the organization.

Requirements for the position include:

- A bachelor's degree (advanced degrees preferred but not required).
- A minimum of three years of nonprofit and/or business management experience, including having held profit and loss responsibility, as well as financial, operational, and budgetary accountability.
- Resource development, revenue generation, or fundraising experience in a nonprofit or corporate setting.
- Demonstrated leadership, management, and negotiation skills.
- Proficiency with Microsoft Office programs (including Microsoft Word, Excel, Outlook, and PowerPoint).
- Proven ability to build relationships and make a personal connection with individuals from all walks of life in the community.
- Broad knowledge and understanding of human service issues and an awareness of the cultural and economic diversity within the region.
- Keen analytic, organizational, and problem-solving skills, which enable sound decision making.
- A skilled communicator who offers a consistent and thoughtful message to colleagues, team members, and the greater community through formal and informal channels and many types of media.
- Prior experience serving either as a volunteer or as a board member for other not-for-profit organizations is desirable. Residing within McMinn County or Meigs County and having an established network among local business leaders and/or the ability to quickly and adeptly position within a new community is preferred. (Relocation expenses will not be covered.)
- Some work outside of normal business hours (both before and after hours, as well as on weekends) may be required throughout the year, particularly during the annual fundraising campaign.

The successful candidate will have personal values consistent with the United Way mission; possess professional and personal integrity; have the ability to be flexible and know when to shift direction versus when to be persistent; and have strong interpersonal and critical thinking skills.

The salary range for the position is \$40,000 to \$50,000, based on experience.

Resumes and cover letters can be emailed to jobs@unitedwaymm.com, mailed to Patti Greek, P.O. Box 633, Athens, TN 37371-0633, or dropped off in person to Patti Greek at Greeks Bearing Gifts, located at 11 N. Jackson Street in Downtown Athens.

Resumes and cover letters must be received no later than 5 p.m. Eastern Time on Friday, February 28, 2020, in order to be considered.