

Northern Berkshire United Way
Executive Director Position Description
May 2023

Basic Functions:

1. Manages day-to-day operations of the agency.
2. Works closely with the Board of Directors through shared vision, partnership and committee support to advance the organization's strategic direction to increase revenue, financial support, and organizational awareness.
3. Oversees strategic plan, development and implementation, fundraising, financial management, community relations, marketing, administration, human resources, facilities, and staff management/development.

Responsibilities:

1. Manages all aspects of the agency's marketing and fundraising plans, including workplace campaigns, major gifts, annual giving, corporate and foundation relations, grants, and planned giving consistent with NBUW's mission.
2. Monitors budgeting and manages financial data to identify problems and develops methods to avert them, including ensuring that funds are disbursed in accordance with contract requirements and donor designations.
3. Oversees NBUW's annual allocations process including all aspects of agency communications, recruiting and training volunteers, scheduling and attending hearings, panel reviews, and agency notifications.
4. Administers the day-to-day needs of the office and agencies and responds appropriately.
5. Serves as the organization's spokesperson and maintains productive relationships with member agencies, other community agencies, governmental entities, community, key business partners, Board members, and media.
6. Manages staff performance through the development of goals; provides ongoing performance feedback. Ensures a positive work environment to retain staff.
7. Ensures that policies and procedures are developed that comply with rules, regulations and standards applicable to the organization's ongoing operations, including all relevant funding sources.
8. Schedules, plans, prepares for, and attends all Board and Committee meetings and maintains records of those meetings.
9. Provides comprehensive, accurate, and timely information to the Board and develops policies and procedures for Board consideration and adoption.
10. Actively recruits volunteers to serve as Board members and orients them to the organization.
11. Oversees and manages the personnel policies and practices of the organization.
12. Ensures the development, effective use, and maintenance of space that conforms to all health, safety, and other licensing requirements.
13. Oversees all aspects of the agency's facilities.
14. Ensures legal documents are executed properly.

15. Maintains organization compliance with United Way Worldwide and the Commonwealth of Massachusetts United Ways.
16. Attends United Way regional and local professional development training that further the mission of the NBUW.
17. Executes strategic planning/strategic priorities process as directed by the Board of Directors.
18. Develops goals, strategies, and performance measures for making NBUW more inclusive and ensures that the Board of Directors membership is diverse and has broad community representation.
19. Develops relationships/partnerships with area governmental agencies and other United Ways and the Williamstown Community Chest.
20. Provide leadership to the volunteer Board of Directors in achieving its organizational goals through productive relationship management, knowledgeable guidance on matters of essential nonprofit policy, the development of strategic direction, and the distribution of ethical, informative, and responsible information.
21. Research, apply for, and oversee or administer grants that will further the mission and goals of the NBUW.

Qualifications:

1. Minimum of a Bachelor's Degree
2. At least 5+ years in nonprofit management and successful fundraising plans and results
3. A Master's degree and/or Certificate in Nonprofit Management are strongly preferred.

Requirements:

1. Able to communicate the mission and value of the organization to volunteers and community leaders with passion, conviction, and poise.
2. Knowledge of financial analysis, fundraising/grant writing, and management, strategic and program planning.
3. Willing to work weekend and evening hours as needed.
4. Able to transport self, in a timely manner, to and from meetings, conferences, and events related to the work of the organization.

Physical Demands:

The employee is regularly required to sit and stand. The employee is occasionally required to climb and stoop; reach with hands and arms; use hand-to-finger objects and controls. The employee may lift and or move up to or greater than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision; reading of written, printed, or computer screen data.

To Apply:

Applicants should send a résumé, cover letter, and full contact information for three professional references to WilliamBlackmer@msn.com. The cover letter should be addressed to Board

President William Blackmer. The salary range for this position is \$50,000 - \$63,000. Review of completed applications will begin immediately and will continue until the position is filled.

Northern Berkshire United Way is an equal opportunity employer. NBUW does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity, those experiencing homelessness, or age.