

# LIVE UNITED



Position Announcement and Leadership Statement

**UNITED WAY OF THE MIDLANDS**

**COLUMBIA, SOUTH CAROLINA**

***President & Chief Executive Officer***



*The United Way of the Midlands is seeking an individual to serve as President & CEO. He or she will provide leadership, direction and community representation for various organizational initiatives to assure a comprehensive set of community programs are executed through United Way of the Midlands. Additionally, the President & CEO will serve as senior liaison with the Board of Directors and oversee all operations and planning.*

## **The Community and Organization**

With headquarters in Columbia, South Carolina, United Way of the Midlands serves a broad community in central South Carolina specifically Calhoun, Fairfield, Lexington, Newberry, Orangeburg and Richland counties. United Way of the Midlands partners with nonprofits, businesses, community leaders and individuals to understand the conditions and needs of each area we serve. In turn we provide programs and resources through our community impact partners to improve the quality of life in our community. United Way of the Midlands focuses on helping students succeed in school, reducing homelessness, and providing affordable health care. We have an annual impact of almost \$17 million with more than 40,000 United Way donors and collaborate with more than 90 Community Impact Partners. The President & CEO works with the business community and other partners to initiate significant community projects; in the past decade United Way has led efforts to establish a 260 bed homeless recovery center and doubled dental services for uninsured residents.



***Columbia, South Carolina***

The Midlands is a dynamic community in the heart of South Carolina and centered in Columbia. It is just now being discovered for its attractive, active lifestyle, affordable cost of living and pleasant and welcoming spirit. Columbia alone has seen more than \$1.3 billion in new downtown investment since 2014, including the Bull Street area and Spirit Communications Park. It is anticipated that the Bull Street development alone will result in a \$1.2 billion annual economic impact and will create 11,020 permanent, high-wage jobs. Spirit Communications Park, the 2016 Ballpark of the Year, is the home to the Fireflies, Columbia's new minor league baseball team. Columbia is home to the University of South Carolina, a SEC member and one of only 32 public universities to earn the Carnegie Foundation's top-tier designations in research activity and

community engagement. The area has a vibrant creative community served by Columbia Museum of Art, SC Philharmonic Orchestra, Columbia City Ballet and a myriad of performing arts groups. Columbia has received numerous accolades for its cost of living, climate, job outlook, education, arts, health care and recreation.

## **Role of President & Chief Executive Officer**

The President & Chief Executive Officer serves as the leader of the organization and is responsible for establishing a vision, consistent with goals and direction set by the Board of Directors that promotes positive community impact through the efforts of a diverse team of high-performing managers, staff and volunteers. The President & CEO is the chief mobilizer that leverages the power of relationships and networks, and collaborates with the private and public sectors to improve conditions in the community.

Through the application of sound judgment and skill, this position effectively and efficiently manages all of the operations of the organization. In so doing, the selected candidate will actively participate in and guide the development of resources and financial support for the organization. Additionally, the selected candidate is responsible for developing and achieving shared and measurable goals to achieve the mission for the common good. Through the development of effective relationships, the President & CEO facilitates resourcing and leveraging strategies for broad investment and impact for the communities served.

## **Essential Duties & Responsibilities**

### **Community Impact**

The President & CEO is responsible for the overall impact of this United Way on the community, with particular emphasis on increasing its capacity to drive the impact agenda. The President & CEO works closely with the Board of Directors to craft and adapt the strategy to achieve this increased impact. The President & CEO develops effective relationships with volunteer leadership, human service agencies, and government representatives to identify and assist in solving community problems and develop long-range strategic plans to meet community health and human-service needs. Additionally, the President & CEO maintains a positive presence in the community to promote United Way services and enhance fundraising activities. The President & CEO actively participates in a variety of local and national committees, conferences, roundtables, agency functions and annual meetings.

### **Resource Development**

The President & CEO is 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 serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. He/she participates in the development and implementation of the long-range strategic plan for the

United Way of the Midlands; is responsible for ensuring coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment. He/she anticipates and responds to financial, public image and other threats that can jeopardize the long-term sustainability of the operations and programs of United Way.

### **Organizational Management**

The President & CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. He/she ensures the employment and retention of competent and effective United Way staff and provides for their continued professional development, in compliance with Equal Employment Opportunity and Affirmative Action requirements. The President & CEO maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. He/she assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises senior leadership 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 goals of inclusiveness and diversity among staff and volunteers are met.

The President & CEO manages and directs the activities of a large multi-disciplined staff who perform the following activities:

- Plan, organize, implement, and evaluate a comprehensive United Way fundraising program which includes a volunteer-led, annual campaign structure; solicits government, corporate and foundation support, and engages individual giving through opportunities for major and planned gifts.
- Manage financial resources, including developing operating budgets, and collecting, disbursing and accounting for all funds, property, and official records.
- Develop effective and efficient support systems for the organization. Such systems include computer services, training, purchasing, personnel, and data management.
- Plan and direct a communications program to enhance public understanding of community needs and services supported by United Way.
- Promote coordinated research, planning and evaluation of programs delivered by organizations that meet local human-service needs.
- Allocate United Way resources in accordance with the community's priority needs and emphasizing considerations of efficiency and effectiveness.
- Promote volunteerism as a fundamental community priority. Support an effective and accessible Information and Referral system.
- Ensure the continuity of top-level volunteer direction for the United Way of the Midlands through a program of cultivation, recruitment, training, and motivation of community leadership to serve as United Way volunteers.

### **Qualities and Qualifications**

All candidates should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Substantial experience working in the nonprofit sector and interacting with volunteers and diverse boards. Alternatively, extensive senior strategic leadership experience in the management of organizations of comparable size and mission.
- 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 for 7-10 years in a senior strategic leadership required.
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict management.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.
- Have an understanding of community development processes and experience dealing with the concerns of multiple constituents.
- Ability to negotiate positive outcomes among diverse stakeholders.



## Education Background

Undergraduate degree required. Training, experience or advanced degree preferred in business, public administration, or not for profit management. Experience for 7-10 years in a senior strategic leadership role is required.

## Core Competencies

- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.

- **Visionary:** Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
- **Community–Centered:** Recognizes the value and embraces the role of representing United Way of the Midlands in the greater community. Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community’s own perception of its needs and aspirations.
- **Relationship–Oriented:** Puts people before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator/Team–Builder:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement. Fosters commitment, trust, and collaboration among multi-cultural leaders and stakeholders.
- **Business Acumen:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.

## Procedure for Candidacy

United Way of the Midlands has retained Capital Development Services to assist with professional recruitment. **Nominations, expressions of interest, and applications can be submitted via email to [searchservices@capdev.com](mailto:searchservices@capdev.com).**

Candidates should include a cover letter, a resume, and a list of three references. All material will be confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208.

