

United Ways of Vermont Executive Director

POSITION TITLE: Executive Director

EMPLOYMENT TYPE: Full Time, Exempt

REPORTS TO: Board of Directors

PURPOSE OF POSITION

United Ways of Vermont (UWVT) is seeking a visionary collaborative leader to serve in the Executive Director role. United Ways of Vermont strives to offer high quality health and human services information and referral statewide through a network of regional partners. Vermont 211 is a service available to any Vermonter, regardless of income level, assisting with a variety of needs; from help with utilities or housing access to employment services or support for seniors and veterans. Vermont 211's network is poised for its next growth phase, with opportunities to expand its services and impact. The ED leverages the power of relationships and networks to ensure the effectiveness of UWVT's programs. The ED is skilled in business and organizational management and effectively leverages resources and generates financial support from various sources. The Executive Director is dedicated to shared and measurable goals for the common good and promotes diversity and inclusion.

KEY AREAS OF RESPONSIBILITY

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

Community Advocacy

The ED will collaborate with the Board and organizational leadership to develop and implement strategies that position the organization as a key resource for Vermonters, especially during times of crisis. They will advocate for the organization's mission and enhance its impact, promoting diversity and inclusion, and establishing 211 as the primary source for health and human services information and referrals. Additionally, the ED will cultivate and maintain strong relationships with state agencies, United Ways (both in Vermont and Worldwide), HSIS 211 National Taxonomy, Inform USA, and other public and private organizations to raise awareness and support for UWVT's mission, goals, and values. The ED will also foster community partnerships with local and regional leaders to identify innovative opportunities for expanding UWVT's reach and impact.

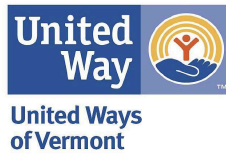
Resource Development

The ED is responsible for securing and expanding funding sources for the planning, enhancement, and sustainability of United Ways of Vermont. This includes driving positive results in fundraising; identifying, cultivating, and soliciting prospective donors; leveraging personal and professional contacts and relationships into fundraising opportunities; and promoting a culture of fundraising in the organization at both the staff and board levels. The ED plays a critical role in securing state and federal funding through advocacy. The ED is also responsible for preparing funding proposals and developing work plans that strategically align with UWVT's goals and priorities.

P.O. Box 111 · Essex Junction, Vermont 05453 · Fax: 802-861-2544

Dial 2-1-1 or 1-866-652-4636 · www.vermont211.org

Our Mission: To promote the health and well-being of all people in Vermont through a statewide information and referral system for streamlined access to community resources.



Strategic Management

The ED is the principal resource to the Board of Directors and its committees and directs policy formation and interpretation. The ED provides regular monitoring and reporting to the board. The ED partners with the Board of Directors and United Ways of Vermont Senior Leadership team to craft organizational goals and develop strategies to achieve them. The ED ensures coordination and alignment of all organizational activities with that strategic direction.

Organization Management

The ED is accountable for building and leading high-performing teams, fostering a culture of collaboration where all teams are aligned and working to achieve their full potential. They maintain accountability for the operational and fiscal integrity of the organization, operating within the policies set by the Board of Directors. The ED also assesses organizational capacity, identifies gaps in systems and staffing, and implements necessary changes. They directly supervise Senior Leadership positions, set individual goals, and work with financial staff to manage spending, monitor budget compliance, and mitigate financial risks. Additionally, the ED ensures that United Ways of Vermont's commitment to inclusiveness and diversity is reflected in staff and volunteers.

EXPERIENCE

- Experience as an executive or senior level in human service management, nonprofit management, public administration, or social work, with a demonstrated track record of promoting diversity and inclusion.
- Experience building revenue and increasing philanthropic support through effective fundraising, including grant writing and obtaining and managing state and federal grants.
- Experience advocating for funding from state and federal sources, including engaging with legislators and government agencies, and commanding the confidence, trust and respect of stakeholders.
- Expertise in issues relevant to the organization, such as database management, collaboration across sectors, resourced communities, and working with state agencies.
- Experience building effective community and agency partnerships across multiple nonprofit, public, state, and corporate sectors.
- Developing partnerships, building teams, and conflict management.
- Must demonstrate high intelligence, intellectual curiosity, and a desire to explore new ideas and innovative problem-solving approaches.
- Ability to leverage opportunities to work collectively to address health and human services challenges using data and technology.
- Proven financial management experience, with preference given to candidates with experience managing complex, highly regulated local and government grants and contracts.

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COMPETENCIES

The ED 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; is a skilled communicator, negotiator, and team builder; and demonstrates a high energy level and sense of humor.

OTHER INFORMATION

- Statewide travel is required, limited out of state travel will also be expected.
- Ability to operate a motor vehicle or to provide your own reliable transportation to and from the office as well as required statewide travel.
- The position primarily works from the United Ways of Vermont office in Essex, Vermont with some flexibility to work remotely.

SALARY AND BENEFITS

The salary range for this position is \$85,000 to \$100,000, depending on experience and qualifications.

UWVT provides a competitive benefits package that includes health insurance, vision, dental, a 401(k) match, short-term and long-term disability, and paid time off, including paid holidays.

TO APPLY

Please submit a letter of introduction and resume to Board Chair, Clarissa French at clarissa@uwlamaille.org. Applications must include all materials requested in order to be considered. Applications are due Friday, February 8th, 2025.

The United Ways of Vermont is an Equal Opportunity Employer

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