

Chief Executive Officer (CEO)

Community Profile

The United Way of South Hampton Roads (UWSHR) serves the Virginia cities of Norfolk, Virginia Beach, Suffolk, Chesapeake, Portsmouth and Isle of Wight County. The area is rich in national and naval history, bordered by the Atlantic Ocean and the Chesapeake Bay and includes rural areas as well as the largest city in Virginia. The area is culturally diverse and hosts the only permanent NATO headquarters outside of Europe and the sole NATO command in North America. With a flourishing tourist industry the area boasts a variety of arts, entertainment and family friendly attractions as well as exceptionally beautiful beaches.

UWSHR has an engaged community of volunteers with the largest Tocqueville Society in the state of Virginia and the largest Women United endowment in the United States. The organization is currently conducting its first endowment campaign of 35M dollars, with 22M secured in the first year.

UWSHR is strategically placed as a thought leader and backbone for community engagement, involved in finding and choosing best in class solutions, bringing them and related intellectual capital to the community and then coordinating the implementation in a collective impact manner. Our overarching framework for change is Mobility Mentoring and initiatives include Mission United (geared to our military), United for Children and ASPIRE to actively address poverty.

We view ourselves as: a COMMUNITY CONNECTOR, a STRATEGIC PARTNER, a VOLUNTEER ENGAGER, and a FUNDER. Additional information can be found on our website.

The CEO that joins us will help drive the strategy going forward, increase growth, secure additional fundraising, build collaboration within our United Way team as well also other non-profits and community organizations.

Chief Executive Officer (CEO) role

Position Summary

The Chief Executive Officer (CEO) is the leader of a mission-driven organization, where staff and volunteers are passionate, focused, and aligned to achieve goals, and where everyone is treated with dignity and respect. S/he establishes a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers. S/he is responsible for expressing and delivering on the mission, vision, and goals adopted by the Board of Directors. The CEO is the Chief Mobilizer; s/he leverages the power of relationships and networks, and works across private, public and corporate sectors building partnerships and relationships that improve conditions in the community and inspire community-wide action to address priority areas of need. The CEO is an executive leader of a strong leadership team with focus on executive leadership and not day to day operations.

The CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The CEO is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact. S/he ensures United Way of South Hampton Roads has credibility and functions as a trusted partner throughout the region and ensures the organization maintains integrity, transparency, and accountability. In the broader community, s/he positions United Way as a valuable partner.

The CEO is the steward of our 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 and especially with our local donors. S/he values network and strives to leverage United Way's breadth of community presence, relationships, and strategy.

Essential Responsibilities & Functions

Strategic Management

The CEO 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 United Way senior leadership team to craft organizational goals and develop strategies that align to the organization's strategic direction and ensures that they are achieved. S/he cultivates a strong and transparent relationship with the Board, while working with the Board to build a diverse and inclusive Board membership that is representative of the community, is highly engaged, and willing to secure and leverage resources.

Resource Development

The CEO ensures the financial viability of the organization by meeting or exceeding annual fundraising goals specified by the Board of Directors. S/he identifies, cultivates and solicits prospective donors and key leaders of prospective new corporate partners; leverages personal and professional contacts and relationships into fundraising opportunities. S/he ensures that comprehensive marketing, branding, and development strategies that provide consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations are formulated and executed.

Community Impact

The CEO is a thought leader in community-wide collective impact initiatives and is responsible for the overall impact of United Way on the community, with particular emphasis on increasing its capacity to drive the impact agenda. S/he sets the direction for the implementation of rigorous collective impact disciplines, emphasizing a common agenda, shared measurement systems, mutually reinforcing activities, continuous communications, and evidence-based solutions that are analytically sound. S/he 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, high net worth individuals, foundations and non-profit sectors.

Organization Management

The CEO is accountable for leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he provides leadership that models organizational values and fosters an inspirational, motivational, supportive operating environment that sustains a positive and productive organizational culture. The CEO ensures United Way's goals of inclusiveness and diversity among staff and volunteers are met.

The CEO maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The CEO ensures the necessary organizational capacity exists to implement measure and evaluate identified strategies. S/he supervises, establishes individual goals, and supports professional development of the Senior Team. S/he works with the Vice President, Finance & Administration to manage organizational spending, monitor budget compliance, and mitigate financial risks.

Required Education and/or Experience:

- Four-year degree in a relevant field required
- 10 years professional United Way experience in an executive leadership capacity
- Demonstrated experience in building revenue and increasing philanthropic support
- Demonstrated experience developing partnerships, building collaborative teams and conflict management

Required Skills

- Expertise on issues relevant to the organization including donor-centricity and digital disruption
- Ability to command the confidence and respect of stakeholders
- A high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems
- A fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives
- Strong organizational change management capability
- A long term perspective with a practical ability to get things done
- Excellent verbal, written communication, and presentation skills
- A demonstrated track record of promoting diversity and inclusion as well as an ability to build collaboration with the community at large

Competencies

- Mission-Focused: Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities
- Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal
- Collaborator: understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement
- Results-Driven: Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact
- Strength of character: Demonstrated ability to be vulnerable and humble while also being a successful executive leader
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network
- Visionary: Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation
- Team-Builder: First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders
- Outward Turning: 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
- Business Acumen: Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization
- Network-Oriented: Values the power of networks; striving to leverage United Way's breadth of community presence, relationships, and strategy

Physical Requirements

- This job requires exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects
- Worker must frequently talk and hear and use typical office equipment
- Worker sits most of the time; routinely required to walk and occasionally travel by car

- Primarily works in climate-controlled office-based setting. Position requires worker to commute to offsite locations to complete business

United Way of South Hampton Roads is an Equal Opportunity Employer. *In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR 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.

Please send cover letter and resume to humanresources@unitedwayshr.org.