

EXECUTIVE DIRECTOR

VICTORIA COUNTY UNITED WAY

Reports to: Victoria County United Way Board of Directors

Desired Start Date – June 2019

COMMUNITY / ORGANIZATION OVERVIEW

Victoria County United Way, Victoria TX – Metro 5 (Business Performance Matrix 2A)

Victoria Texas, known as the South Texas Crossroads, is one of the oldest cities in Texas and is within a two-hour drive of [Corpus Christi](#), [Houston](#), [San Antonio](#), and [Austin](#). Highway 77, 87 and 59 (the future I-69) all intersect in Victoria. With a population of nearing 90,000 and a retail trade area of over 250,000, Victoria is a cultural, historic and economic hub for the surrounding seven counties.

The Victoria County United Way is led by a full-time Executive Director and supported by a part-time Administrative Assistant. Annual campaign contributions range between \$850,000 and \$940,000. Current giving is mainly around workplace campaigns along with an annual fundraiser and grants. A seasoned executive with United Way experience is desired to guide the volunteers and keep the momentum of effective campaigns going. There is an engaged board, an active volunteer base, and a supportive, collaborative community. A short and long term strategy perspective is desired. The United Way's service area includes Victoria, DeWitt, Goliad and Lavaca Counties with the bulk of the activities occurring in Victoria. A focus on developing more diversified fundraising, including high net-worth individuals and new business, is desired.

OVERVIEW OF RESPONSIBILITIES

The Executive Director is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing staff and volunteers. The Executive Director:

- Leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions in the community.
- Possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization.
- Is dedicated to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact.
- Is the steward of brand and understands his/her role in growing and protecting the reputation of United Way.
- Is responsible for building trust in United Way and its relevance in the community.
- Values network and strives to leverage United Way's breadth of community presence, relationships, and strategy.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

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

Community Impact

The Executive Director is responsible for the overall impact of the Victoria County United Way on the community, with particular emphasis on increasing its capacity to drive the impact agenda. 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 and non-profit sectors.

Resource Development

The Executive Director is charged to drive key results in resource development; identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; leverage personal and professional contacts and relationships into fundraising opportunities; develop, procure and manage grants from foundations, corporations and other entities; and promote a culture of fundraising in the organization, both at the staff and board level.

Strategic Management

The Executive Director 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 to craft organizational goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment.

Organization Management

The Executive Director is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. S/he assesses organizational capacity to implement strategies and identify gaps in systems and staffing; works with staff to establish individual goals; works with the board and/or finance committee volunteers to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that the goals of inclusiveness and diversity among staff and volunteers are met.

EXPERIENCE/POSITION REQUIREMENTS

- Demonstrated leadership experience working in the nonprofit sector (United Way experience is preferred), and interacting with volunteers and diverse boards. Extensive experience in the leadership and management of for profit organizations of comparable

size and mission may be considered in lieu of nonprofit sector experience. Five years leadership experience preferred.

- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at large.
- Demonstrated experience in building revenue and increasing philanthropic support.
- Demonstrated commitment to health and human services.
- Excellent verbal and written communication skills.
- Must be willing to relocate to the Victoria County area (within a 45-50 mile radius).

EDUCATIONAL REQUIREMENTS

- Bachelor's degree required.

COMPETITIVE SALARY AND BENEFITS PACKAGE.

- Total compensation package ranges \$55,000-\$85,000, based on experience.

APPLICATION MATERIALS REQUIRED

- Cover Letter
 - Cover letter should outline experiences, education and training that addresses the responsibilities and position requirements noted. In addition, the letter should address the Core Competencies required for this position as outlined below.
- Resume
- Contact information for 3 references

PRIORITY DEADLINE FOR APPLICATION MATERIAL SUBMISSION – April 19, 2019.

Please submit the following, by the application deadline, to:

Jennifer Yancey
c/o Victoria College
2200 East Red River
Victoria, TX 77901

Or via email to:

Jennifer.Yancey@VictoriaCollege.edu

For additional information, please email Jennifer Yancey or call 361-582-2519

CORE COMPETENCIES REQUIRED FOR THIS POSITION

The successful applicant will possess the following core competencies.

1. **Mission-Focused:** Catalyze others' commitment to the mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
2. **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
3. **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
4. **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.
5. **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.
6. **Team-Builder:** 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.
7. **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.
8. **Business Acumen:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.
9. **Network-Oriented:** Values the power of networks; striving to leverage United Way's breadth of community presence, relationships, and strategy.