



## **Job Posting**

### **Executive Director**

The Lake Area United Way Board of Directors is in search of an Executive Director. The Executive Director is responsible for leading, managing and administering all aspects of the organization including: directing and growing fund raising campaigns; coordinating board of directors' activities; directing and encouraging development efforts; building relationships and communicating effectively with all stakeholders; serving on appropriate community groups and organizations; championing the organization's community impact agenda; and providing strategic planning and administrative guidance. The Executive Director provides innovative, collaborative leadership for the United Way in developing financial resources and in identifying and responding to community health and human service priorities.

A qualified candidate must have a Bachelor's Degree which aligns with requirements of the position. A minimum of five years' experience at the executive/senior level desired. Experience working in the nonprofit sector is preferred.

The position requires a demonstrated ability to think and act strategically; a proven track record in fund raising, project management, and operational/fiscal management; familiarity with economic and community development issues; experience with staff, team and leadership development; exceptionally strong public speaking,; and communication and relationship management skills. Exhibits passion, ability to engage and motivate employees and groups and manage relationships effectively and present oneself in an appropriate and professional manner.

A resume and letter of intent directed to Kim Lynch, President of the Board, Lake Area United Way, Inc., 207 N 2<sup>nd</sup> Street, Muskogee, OK 74401.

#### **United Way Core Competencies for all staff**

- 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.
- 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.
- Brand Steward: Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.