



## Job Posting

### Executive Director United Way Southern Interior BC, April 2019

On 1 April 2019, United Way Southern Interior BC was established following the merger of United Way Central and South Okanagan Similkameen (UWCSO) and United Way North Okanagan Columbia Shuswap (UWNOCS).

This is an exciting opportunity to lead this new regional United Way, building on over 65 years of community investment across the Okanagan.

We are looking for a dynamic, innovative and highly collaborative leader to take forward the work of the previous Executive Directors, Linda Yule - who retired from UWNOCS in March 2019 - and Helen Jackman who is moving on to a new role in our community as Executive Director of the Okanagan College Foundation in June.

In recent years, United Way has begun to shift and expand its role to focus on community development; we don't just invest in local health and social care charities through our Community Investment Fund grants, we also bring together community partners in new ways to respond to social challenges in our community. We are also committed to actively supporting the capacity of our non-profit community partners.

Following the development of a new strategic plan in 2018, we are leading an innovative range of community partnerships including: The Social Enterprise Accelerator Fund and the Child Safety Initiative, both of which are Okanagan wide programs; `<CODE>`anagan; 100 Homes Penticton; Central Okanagan Community Poverty Strategy. These sit alongside our Community Investment Fund grants as examples of our proactive approach to community development, responding to needs and gaps in our community and leading new partnerships that bring together diverse skills and resources to address challenges.

We have also begun to shift the way we develop resources. We no longer rely mainly on the United Way annual workplace campaign. We are diversifying our fundraising strategies to include major gifts and planned giving, more targeted grant writing, corporate partnerships, sponsorships, and events fundraising.

What is clear is that United Way has a unique and important role to play in our community and we are excited about the future.

**To apply** please submit your resume and a concise cover letter explaining your motivations for applying and the skills you will bring, by email to [jobs@unitedwaysibc.com](mailto:jobs@unitedwaysibc.com) by the closing date, **end of day Friday 17 May 2019**.

To arrange an informal discussion with Sinéad Scanlon, Board Chair United Way SIBC, or Helen Jackman, Executive Director United Way SIBC, please email [jobs@unitedwaysibc.com](mailto:jobs@unitedwaysibc.com), and your request will be directed accordingly.

Competitive salary and benefits package, commensurate with experience. The role will be based at United Way's main office at the heart of the beautiful Okanagan Valley in Kelowna, with frequent travel to local offices in Vernon and Penticton.

[www.unitedwaysibc.com](http://www.unitedwaysibc.com)

## Role Description

### Executive Director, United Way Southern Interior BC

#### ROLE PURPOSE

To lead and inspire people to come together to make a lasting difference to the lives of the most vulnerable in our communities.

Reporting to the Board of Directors, the Executive Director is a dynamic and innovative leader, responsible for the successful leadership and management of the organization. The Executive Director, in collaboration with the Board of Directors, leads the delivery of a compelling vision and strategic direction for the United Way Southern Interior BC. Leading a dedicated team, the Executive Director is responsible for implementing the strategic plan, managing the overall operations, financial management, resource development, and human resources and risk management.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

##### Major Responsibilities:

##### Board of Directors

1. Works proactively with the Board of Directors to deliver the mission and strategy of United Way
2. Provides consultation and staff support to the Board of Directors and its committees
3. Keeps the board informed of emerging needs and risks related to policy development and organizational direction
4. Facilitates learning opportunities for the Board that supports strategic planning, enterprise risk management and program development
5. Through distribution of Board Meeting Minutes and Board Committee Meetings informs the Board of Directors and other key volunteers on issues that affect their United Way leadership

##### Leadership:

1. Represents Southern Interior BC on Regional and National United Way Committees as appointed or requested by United Way Centraide Canada (UWCC)
2. Actively contributes to enhancing the United Way movement by collaborating with, and facilitating learning and support to, other United Ways as requested
3. Supports nonprofit and community capacity building
4. Identifies and builds meaningful collaborative working relationships with community partners and organizations, business, and municipal, provincial and federal government
5. Represents United Way in key community partnerships that address community issues and needs
6. Oversees the development and implementation of United Way's community impact strategy
7. Looks for new opportunities to provide leadership in terms of United Way's impact in the community and resource development

##### Public Relations and Communications:

1. Represents or identifies opportunities for United Way to raise awareness of community and promotional activities, including speaking on issues involving United Way and enhancing its profile
2. Provides commentary on community issues, in line with United Way agreed Board policy and positions
3. Oversees and approves the production of all marketing and promotional tools, including a strong online presence, for resource development and community development initiatives in keeping with the UW Brand Framework
4. Oversees development of the annual report to community stakeholders
5. Promotes and fosters good relations with the communications media partners

**Resource Development**

1. Oversee the development and implementation of the Resource Development Strategy and associated activities, including the annual workplace campaigns, individual giving, and grant writing
2. Oversees all resource development related events, donor engagement, and monitoring of success and impact
3. Takes the lead in building and managing relationships with major donors and prospects, including individual donors and corporate partners
4. Leads on major corporate relationships and sponsorships at CEO level

**Support and Infrastructure Management**

1. Oversees the system, policies and practices which foster the resource development and community development activities of the United Way and meets accounting and reporting standards
2. Provides a professional office environment, working arrangements, and resources for the programs and services of the organization and its associated committees
3. Maintains personal knowledge and professional development with respect to the non-profit and community development and all issues related to the mission and management of the United Way
4. Develops budget recommendations in consultation with the Finance committee for annual board approval and monitors financial performance on a regular basis including variances to the approved budget and additional budget information as changing operational plans dictate
5. Oversees and facilitates the day-to-day operations of the United Way

**Staff and Program Management**

1. Provides leadership to staff through understanding and alignment of strategic direction
2. Hires, supervises and motivates employees to meet the needs of the organization and communities United Way serves
3. Hires, discharges, evaluates, promotes and recommends salary budgets for staff within the established procedures of the United Way
4. Provides direct and third party training to increase the skills and knowledge of the United Way staff and volunteers as related to their duties

**KEY RELATIONSHIPS**

**Internal**

Board of Directors  
Committees of the Board  
Staff

**External**

Volunteers and General Public  
Corporate Organizations  
Non Profit Organizations and Partners  
Donors and Supporters  
Campaign and Resource Development Volunteers  
Government – local, provincial, federal  
United Way of Canada

## REQUIRED QUALIFICATIONS

### Education

- Post Secondary Education in Community Development, Business, Social Services, or related field.

### Experience/Knowledge

- 5+ years of proven success in fundraising, marketing, business, community development, communications and volunteer management.
- Or an equivalent combination of education and experience

### Core Competencies

- Superior organizational, leadership, human resources and technical skills and the ability to oversee operations and projects
- Strategic thinking – ability to be future thinking and shape strategy for success, gaining buy-in and alignment from stakeholders
- Strong business and financial acumen
- Superior oral and written communication and public relations skills to represent and promote the United Way to all stakeholders
- Excellent relationship building abilities including the building of strategic partnerships
- Excellent presentation and communication skills, both verbal and written
- Superior demonstration of professionalism - tact, courtesy, diplomacy
- Leadership and a strong team player- the ability to inspire and lead the organization to achieve its vision, goals and objectives
- Computer literate – proficient in business software applications and online media and fundraising opportunities
- Results focused - ability to meet and exceed goals and objectives and drive for excellence
- Ability to attend functions outside of normal business hours, as required
- Frequent travel across the United Way SIBC region, with occasional provincial and national meetings.

Desired start date – Summer 2019.

Competitive salary and benefits package, commensurate with experience. The role will be based at United Way's main office in Kelowna, with frequent travel to local offices in Vernon and Penticton.