



**POSTING:
EXECUTIVE DIRECTOR,
UNITED WAY CENTRAIDE NORTH EAST ONTARIO / NORD-EST DE L'ONTARIO**

Position Title: Executive Director

Reports To: United Way Centraide North East Ontario, Board of Directors

Organization Overview:

For over three decades, United Way Centraide North East Ontario / Nord-est de l'Ontario (UWCNEO) has been working locally to improve lives and create opportunities that help build brighter futures. At UWCNEO, we believe that for our community to truly thrive, we need to look beyond single issues and temporary fixes. That means targeting our work and resources to three key priority areas; moving people from poverty to possibility, building strong communities, and helping kids be all they can be. Serving communities in the districts of Sudbury, Nipissing, Parry Sound, Manitoulin, Cochrane, and Timiskaming, UWCNEO has been a part of the social fabric that connects our communities and works to understand and respond to our community's most critical needs targeting investments where they will show the greatest results.

United Way Centraide North East Ontario / Nord-est de l'Ontario is currently seeking its next Executive Director who will lead the organization, establishing a vision for the future that will be achieved through the efforts of a diverse team of high-performing staff, and volunteers. Together with the Executive Director, this diverse team of individuals supports and maintains existing relationships while also forging new ones that will lead to increased financial support for the organization and the programs that it funds.

Position Summary:

The Executive Director will be a mission-driven, collaborative and innovative leader who will ultimately be responsible for the day-to-day operations and management of the UWCNEO. The Executive Director will serve as the brand ambassador and champion of the communities which UWCNEO serves. This will require that the Executive Director connect with a constituency of donors, recipients of services, individuals, associations, agencies, education partners, government, labour councils, businesses and other industries in order to understand their unique needs and develop plans to respond accordingly to these needs. The Executive Director will leverage the power of relationships and networks, working across private, public and corporate sectors to improve conditions in the community. The Executive Director will possess a high level of broad business skills, financial acumen, and management expertise to effectively introduce innovative approaches to engage with all stakeholders and develop meaningful relationships that will generate resources and financial support for the organization. The Executive Director will be a driver of change, open to technology and new ideas. As chief spokesperson, the Executive Director will ensure that UWCNEO, its mission, programs, and services are consistently presented in a positive, collaborative manner.

Key Responsibilities:

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

Resource Development

The Executive Director is charged to drive key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate and labour partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to 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. They partner with the Board of Directors and the UWCNEO leadership team to craft organizational goals and develop strategies to ensure that they are achieved. They ensure 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. They maintain accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The Executive Director assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises staff and establishes individual goals; works with the UWCNEO leadership team to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that UWCNEO goals of inclusiveness and diversity among staff and volunteers are met.

EXPERIENCE/POSITION REQUIREMENTS

- Minimum of 7 years of progressive leadership and management experience, ideally in the non-profit sector.
- Clear understanding of the issues relevant to the organization.
- Experience engaging with a variety of stakeholders, both internal and external, developing partnerships and building teams.
- A proven ability to promote diversity and inclusion and an ability to build collaborative partnerships with the community at large.
- Experience in or across multiple sectors, including non-profit, public and corporate environments.
- Experience in building revenue and increasing philanthropic support.
- Excellent interpersonal, facilitation, organizational, communication and team-building skills fostering a collegial and collaborative work environment.
- Ability to think creatively, work on multiple projects under tight deadlines, and achieve results with minimal supervision.

Education Background

Undergraduate degree in Business, Commerce, or a related discipline. A graduate credential in a related field is preferred.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

- **Mission-Focused:** Foster 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.
- **Brand Steward:** Steward of the brand and understands their role in growing and protecting the reputation of the United Way.
- **Visionary:** Recognizes the complexity of the environment in which the organization operates and simultaneously envisions new processes and partnerships, 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 and across diverse teams.
- **Outward-Facing:** 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 UWCNEO's community presence, relationships, and strategy.

Interested individuals may apply, by email only, with a cover letter and a résumé, detailing education and experience, to:

Linda Dupuis, Manager, UWCNEO - Email: l.dupuis@uwcneo.com

Closing date is September 6, 2019. While all applications are appreciated, only those applicants who will be invited for an interview will be contacted.

UWCNEO is committed to creating an accessible, inclusive, and diverse workforce. We welcome applications from all qualified individuals, including; women; persons with disabilities; racialized peoples; Indigenous people; and persons of any sexual orientation or gender identity and expression. All who may contribute to the further diversification of ideas and the UWCNEO environment are encouraged to apply.