

Job Description – Executive Director



United Way of Beaver County

The United Way of Beaver County is a centralized, non-profit fundraising organization allocating resources, primarily through its member agencies which provide for the human needs of the community.

The Executive Director position is a full-time position. The position is the chief executive role of the United Way of Beaver County. This role requires overseeing all aspects of the agency, including but not limited to areas of the campaign process, financial scope, and administration and supervision of all activities of the United Way of Beaver County. The position will be the point of contact for the Board of Directors.

Our ideal candidate for this position will have a working knowledge of non-profit organizations, financial acumen, budgeting and planning experience, effective communication skills, ethical work standards and business relations, and experience in fundraising.

Responsibilities include:

- Serves as the resource person to the Board of Directors and its committees in all UW operations and activities.
- Develops procedures to implement policies and procedures as directed by the Board of Directors.
- Supervises, develops, directs, and evaluates the UW staff.
- Directs and runs the annual campaign and oversee the disbursements and accounting of all UW funds.
- Engages with other agencies and government bodies to continually evaluate the human needs in Beaver County, while growing the relationships between those groups.
- Oversees preparation and release of all reports, statistics and other information concerning the UW activities in Beaver County.
- Works with United Way supported agencies in maintaining effective services and objectives.
- Works with Allocations and the Finance Director to set annual goals to be presented to the board.
- Develops and implements an ongoing public awareness campaign throughout Beaver County of the mission of the UW, the groups they support, and the work of those groups.
- Screens, employs, and utilizes staff within the approval guidelines of the board.
- Serves as a liaison to the other United Ways, including the UW of PA and the UW Worldwide.
- Cultivates community volunteerism for the UW and supported agencies.
- Cultivates corporate, business, and individual support for the UW of Beaver County.

- Develops and nurtures relationships with local governments and schools (public and private).
- Assumes other duties and responsibilities as required or requested by the board.

Education and Experience Requirements:

- Bachelor's degree in a business field from an accredited university
- Minimum of five years of experience in a nonprofit role
- Proficient in Microsoft Office Applications
- Excellent communication skills
- Excellent supervision skills

Preferred Qualifications:

- Master's degree in a business field from an accredited university

About this job:

Salary and Benefits

- \$70,000 – \$80,000
- Full benefits

Job Type:

- Full time

Work Location:

- Monaca, PA

Resumes with cover letter may be e-mailed to:

Mike Rubino, Executive Director

rubino@unitedwaybeaver.org

Resumes will be accepted until June 17, 2022