**Job Description: Executive Director – United Way of Knox County**

**Position Overview**

The Executive Director serves as the brand ambassador and champion for the United Way of Knox County, providing visionary leadership and operational oversight. This role involves strategic planning, community engagement, resource development, and organizational management to achieve the UWKC’s mission. The Executive Director reports to the Board of Directors and is responsible for implementing policies, directing programs, and fostering partnerships to address community needs.

**Key Responsibilities**

**Leadership & Strategy**

* Develop and execute a strategic vision to guide the organization in achieving its mission.
* Serve as the primary spokesperson, promoting the United Way’s values, goals, and community impact.
* Cultivate relationships with key stakeholders, including donors, community leaders, businesses, and government entities.
* Provide visionary leadership to ensure the organization remains relevant, sustainable, and aligned with community needs.

**Fundraising & Resource Development**

* Oversee fundraising efforts to meet annual and long-term financial goals.
* Develop innovative strategies to increase donor engagement and diversify funding streams.
* Foster relationships with major donors, corporate partners, and foundations.
* Ensure proper stewardship and recognition of all contributions.

**Community Impact & Engagement**

* Identify and prioritize community needs, ensuring alignment with the United Way’s programs and initiatives.
* Build coalitions and partnerships to leverage resources and maximize community impact.
* Actively engage in community activities and represent the United Way in public forums.

**Organizational Management**

* Ensure the organization operates in compliance with all legal, financial, and ethical standards.
* Develop and manage the annual budget in collaboration with the Board of Directors.
* Oversee staff hiring, development, and performance, fostering a culture of accountability and collaboration.
* Monitor and evaluate program effectiveness, making data-driven decisions for improvement.

**Board Governance**

* Collaborate with the Board of Directors to develop policies, set strategic goals, and ensure alignment with the organization’s mission.
* Provide regular updates and reports on organizational performance and community impact.
* Assist in recruiting and developing a diverse, engaged Board of Directors.

**Qualifications**

**Education & Experience**

* Bachelor’s degree in nonprofit management, business administration, public administration or a related field preferred, not required.
* Minimum of 2 years of leadership experience in nonprofit management, fundraising, or community development.
* Proven track record in fundraising, donor cultivation, and resource development.

**Skills & Competencies**

* Strong leadership and strategic planning abilities.
* Exceptional communication and interpersonal skills.
* Demonstrated financial acumen and experience with budgeting and fiscal management.
* Ability to build and maintain strong relationships with diverse stakeholders.
* Commitment to equity, diversity, and inclusion in all aspects of the organization’s work.

**Personal Attributes**

* Passionate about improving lives and strengthening communities.
* Visionary, collaborative, and results-oriented.
* High integrity, accountability, and professionalism.

**Employment Details**

* **Reports To:** Board of Directors
* **Location:** Galesburg, Illinois
* **Salary Range:** $50,000-$60,000
* **Benefits:** Paid Time Off and Paid Medical Insurance

This description provides a general outline of duties and responsibilities but is not exhaustive. Additional tasks may be assigned to meet the organization’s evolving needs.