



Chief Executive Officer

Department : Chief Executive Officer
Supervisor : Board of Directors
Status : Full-Time/Exempt

Position Overview

The Chief Executive Officer (CEO) of a United Community plays a pivotal role in leading the organization through a transformative phase, focusing on revitalizing its mission to build thriving communities and work towards ending multigenerational poverty. This nonprofit organization requires a seasoned turnaround expert to provide visionary leadership, drive growth, and ensure that strategic objectives are met. As the CEO, you will be entrusted with the responsibility of overseeing all aspects of United Community's operations optimizing resource management, implementing impactful programming, and fostering strong relationships with diverse stakeholders, including board member, donors, staff, volunteers, and the community.

Essential Responsibilities:

1. Strategic Leadership:
 - Develop with the Board a clear vision and mission for United Community
 - The CEO will work with the Board to develop a sustainable strategic plan that will incorporate metrics to evaluate United Community's success in translating the board's vision into action. Successful implementation will be the CEO's responsibility.
 - Provide strong leadership fostering a collaborative and positive organizational culture.
 - Stay updated on current trends, best practices, and policies relevant to the non-profit sector to drive innovation and growth.
 - Monitor and approve the organization's program services to align with strategic objectives, contractual agreements, mission, and vision, while delivering positive impact and outcomes.
2. Fund-raising and Resource Development:
 - Identify and oversee a fundraising strategy to support the growth and success of the organization.
 - Drive comprehensive fundraising strategies to secure financial resources.
 - Cultivate strong robust philanthropic relationships with donors, sponsors, and funding agencies to expand and diversify United Community's funding.
 - Support and participate in meaningful stewardship of donors.
3. Financial Oversight:
 - Prudently manage the organization's financial resources, ensuring sustainability, responsible budgeting, and diversification of revenue streams
 - Oversee the annual budget process and present a fiscally responsible annual budget to the Board for review and approval.

- Monitor board-approved budget and financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization
 - Ensure awareness of internal and external environmental factors that may impact the budget.
 - Demonstrate prudent and responsible fiscal decision-making.
4. Organizational Management:
- Oversee the day-to-day operations, ensuring responsible and efficient use of resources and adherence to budgetary constraints.
 - Develop and implement policies, procedures, and systems to enhance organizational effectiveness, efficiency, transparency, and accountability.
 - Develop and manage a high-performing and motivated staff, fostering professional development and a positive work environment.
5. External Relations and Advocacy:
- Oversee organization communication and message creation.
 - Represent United Community to external stakeholders, including government officials, community leaders, partner organizations, and the media.
 - Build and maintain strong relationships with stakeholders, leveraging partnerships and collaborations to advance the organization's goals.
 - Advocate for the mission and vision, raising awareness of United Community.
 - Build trust relations with key partners and stakeholders and act as a point of contact for important stakeholders.
6. Governance and Board Management:
- Collaborate with the board of directors, providing regular updates, strategic guidance, and support in their governance roles.
 - Ensure compliance with legal and regulatory requirements, as well as adherence to the organization's bylaws and policies.
 - Engage board members in decision-making and provide them with necessary information for effective governance.

Qualifications:

- Ten years + proven leadership experience in the nonprofit human services sector providing services to low-income families and individuals, with a track record of achieving organizational goals and experience in organizational turnaround.
- Bachelor's degree in related field preferred.
- Strong understanding of non-profit management principles, including strategic planning, financial management, fundraising, and board governance.
- Excellent communication skills, oral and written; ability to speak effectively and persuasively to diverse audiences effectively.
- Demonstrated ability to build and maintain relationships with stakeholders, including donors, partners, and community members.
- Competency in reading, creating, and understanding financial documents including budgets, cash flow, income statements, balance statements, 990s and statements of functional expense.
- Strong analytical and problem-solving skills, with the ability to make sound decisions in complex situations.

- Demonstrated competency and ability in establishing and maintaining effective working relationships with a Board of Directors, Staff, Community Groups, and other related agencies.
- Passion for the mission and values of United Community.

While the essential job functions and qualifications are identified this is not intended to be an exhaustive list of all duties or requirements for this position. Other functions and requirements may be added or changed by the Board of Directors at any time.

TRAVEL

Travel to and from satellite United Community locations and meeting sites within a 3–5-mile radius is expected. Mileage reimbursement may be provided.

EEO STATEMENT

United Community provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note that this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please forward confidential expressions of interest or referrals to The McCormick Group at ucceo@tmg-dc.com