President and CEO Position Description

The President and CEO provides effective leadership in developing financial resources, ensuring organizational success in a changing environment and in identifying and responding to community priorities in human needs. This leadership role is responsible for leading, managing, administering and being the cultural champion for all aspects of the organization. The President and CEO must have significant experience in building deep and meaningful relationships with key stakeholders, championing a community impact perspective, rallying others around a vision and a strategic plan and positioning the organization for the future. The President and CEO is to be known as the active, visible community face of the organization, a person of humility, integrity, trusted steward of community resources, convener, advocate and catalyst for change. Key responsibilities include:

Champion a strategic vision, execute strategic initiatives and drive organizational outcomes
- Achieve measurable community-wide impact on integrated education, financial stability and health goals while balancing a commitment to basic needs.
- Deepen relationships with stakeholders who give, advocate, volunteer and partner for greater results.
- Grow revenue from multiple sources and provide leadership in developing financial goals and innovative strategies.
- Build the organizational structure, competencies, culture, operational processes, structure and technology to support effectively and efficiently achieving organizational goals.
- Lead the organization in a progressive manner while managing organizational risk.

Build teams and achieve operational excellence
- Create, implement, and maintain effective systems and processes that help people work effectively and communicate and collaborate efficiently, using a collaborative leadership model.
- Develop strong teams with highly performing, diverse and empowered staff that will accomplish goals and work plans effectively.
- Assure continued employee professional development, engagement, collaboration and retention along with the acquisition of future skills needed by the organization.
- Ensure proper stewardship of and accountability for overall operational and fiscal integrity of the organization within established policies.

Own the brand, public relations and relationship building
- Be the lead brand ambassador for the United Way of Greater Portland.
- Cultivate and develop cooperative relationships among service providers, funding sources, planning bodies, and community groups to plan for, fund, and implement an effective community impact agenda and human services system.
- Establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

Lead and coordinate board activities
- Serve as principal professional resource to the chair of the board and key volunteer committees of the board and assist in matters of policy formation, interpretation and implementation.
- Manage recruiting and development of board members representative of entire community.
- Identify and initiate appropriate issues requiring policy decisions/actions and assure implementation.
- Assure the continuity of volunteer direction for the United Way through a program of cultivation, recruitment, and motivation of community leadership.

Position Requirements
- Demonstrated success in organizational leadership as a senior level executive providing community focus.
- Demonstrated ability to quickly cultivate key stakeholder relationships.
- Proven community leadership in developing programs, partner relationships, building teams and coalitions.
- Proven leadership in fund raising and increasing revenue.
- Exceptionally strong communication, presentation, public speaking and relationship management skills with the ability to connect and relate at multiple levels.
- Experience in utilizing data, analytics and metrics to understand emerging trends and implement innovative strategies.
- Demonstrated ability to think and act quickly and strategically and instill confidence, trust and respect.
- Expertise in making tough decisions, recognizing the need for change and managing change including allocation of resources.
- Experience in attracting, developing and retaining next-gen leaders and top performers.
- Advanced degree preferred.

Job Relationships
The scope of this position is broad, requiring the President to establish and maintain significant relationships with persons at all levels within the community including corporate executives, labor representatives, other funding organizations, human care organizations, government representatives, other United Ways (both local and national), and representatives of all other constituencies. Close working relationship with senior management team and general relationships with entire staff.

Primary Organizational Standards and Behaviors
Strategic perspective/Organizational Knowledge • Stewardship/Accountability • Community Knowledge/ External Awareness • Diversity • Quality/Continuous Improvement • Relationship Management/ Customer Service • Collaboration/Communication • Technical Skills • Technology • Leading by Example

Working Conditions/Physical Demands
- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.
- Will involve travel to meetings and attendance at early morning or evening meetings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.