

# Executive Director – Job Description

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## Executive Director – Position Overview

United Way of the Whitewater Valley

### ABOUT THE ORGANIZATION

United Way of the Whitewater Valley is a nonprofit organization serving Wayne and Union counties in Indiana, working to improve lives by mobilizing the caring power of the community. The organization focuses on three pillars: **Education, Financial Stability, and Health.**

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### POSITION SUMMARY

United Way of the Whitewater Valley seeks a visionary and mission-driven Executive Director to lead the organization in advancing its community impact. The Executive Director serves as the chief executive officer, responsible for leading staff, engaging donors and partners, and guiding strategic directions under the oversight of a volunteer Board of Directors.

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### KEY RESPONSIBILITIES

- Provide strategic leadership and organizational vision in alignment with the Board's direction
- Cultivate and steward relationships with donors, corporate partners, government agencies, and community organizations
- Lead all fundraising efforts, including the annual campaign, major gifts, and grants

- Serve as the primary public spokesperson and ambassador for United Way of the Whitewater Valley
  - Recruit, develop, and retain a high-performing staff team
  - Oversee financial management, including budgeting and fiscal accountability alongside the board of directors.
  - Focus and guide the implementation of community impact focus when funding through the grant process.
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## QUALIFICATIONS

- Bachelor's degree required; advanced degree preferred
  - Demonstrated leadership experience, preferably in nonprofit, public sector, or community service settings
  - Strong fundraising and relationship-building skills
  - Excellent communication and public speaking abilities
  - Passion for community impact and the United Way mission
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## HOW TO APPLY

Interested candidates should submit a resume and cover letter to the United Way of the Whitewater Valley Board of Directors. Applications are reviewed on a rolling basis. Submit to [resumes@givetheunitedway.com](mailto:resumes@givetheunitedway.com) attention Karen Pipes, board chair.