

# **Kauai United Way**

## Job Description – Executive Director

### Reports to

Board of Directors

### Position Summary

The Executive Director has overall responsibility for all aspects of the operation of Kauai United Way in pursuing the course established by the Board of Directors. These include managing the annual campaign, other fundraising, special events, allocations and day-to-day administrative operations. The Executive Director is expected to maximize revenue income as well as the efficiency with which administrative expenses are utilized. The Executive Director represents Kauai United Way to the media, Participating Agencies, other United Ways, foundations, other non-profits, government and the public.

### Definition of the position in the By-Laws

“Executive Director – The Executive Director shall, with the advice of the President and the Board, be in charge of the operation of the corporation’s office and administrative work. It shall be the Executive Director’s duty to conduct the official correspondence, preserve all books, documents and communications, keep books of account, give proper notice of meetings and keep or cause to be kept full minutes of all membership, Board and Committee meetings of the corporation. He or she shall have general supervision over all other employees of the corporation and shall recommend to the Board for approval, appointment and compensation of such employees. He or she shall be responsible for and have the power to carry out details of operations and to implement the policies established or directions indicated by the Board. All checks, drafts or money orders shall be signed by the Executive Director and any other officer.”

### Primary Accountability

- Be responsive to and execute the course established by the Board of Directors.
- Establish and administer the annual budget; continually seeks to drive efficiency and cost savings.
- Oversee, lead, manage, develop and coach staff to support day-to-day operations.
- Seek out funding sources and write effective grant proposals.
- Develop, implement strategies and oversee the annual campaign.
- Develop, implement and oversee special events such as the Annual Meeting, Mahalo Celebration, Campaign Kick-Off, and others as scheduled.
- Develop, implement strategies and oversee fundraising events such as the Benefit Golf Tournament, Walk-A-Thon, and others as scheduled.
- Represents Kauai United Way to the media, Participating Agencies, other United Ways, foundations, other non-profits, government and the public. Frequent on-island travel required plus occasional inter-island and possible mainland travel.
- Proactively seek ways to benefit the Kauai community, including:
  - Creating and/or implementing new funding and fundraising opportunities (including those not channeled through KUW)

- strengthening the Board of Directors; ensures a well-rounded representation of experienced, engaged leaders from key business professions and/or sectors.
- increasing Participating Agency cooperation and reducing redundancies among services provided by agencies
- facilitating the establishment of beneficial social service programs
- Evaluate staff for continual improvement in efficiency and effectiveness as well as provide personal and professional growth with emphasis on development opportunities when available.
- Conduct annual performance reviews for staff.
- Participate in an annual performance review by the Board of Directors or a subset thereof.

#### Required Education and Experience

- High school diploma or GED.
- Minimum of 5 years management/supervisory experience
- Valid driver's license required; must be able to have and maintain an acceptable driving record.
- Proficient with Microsoft Office software (Word, Excel, Outlook, etc.) and web browsers

#### Preferred Experience and Skills

- Minimum of 5 years non-profit leadership experience or equivalent thereof.
- Kauai non-profit work experience is preferred.
- Knowledge of Kauai business, government and non-profit communities and island issues.
- Experience in leading, collaborating, managing, and coordinating efforts and resources to achieve desired outcomes.
- Excellent written and verbal communication skills.
- Exceptional skills at building and nurturing relationships with Board of Directors and key community stakeholders (e.g., elected and government officials, business, and non-profit leaders).
- Experience with strategic involvement in the creation and execution of the organization's goals and objectives.
- Fosters continuous improvements in the organization by analyzing processes, monitoring effectiveness, and make recommendations for changes and enhancements.
- Flexibility to frequently work on weekends and outside of regular business hours.
- Experience using social media platforms effectively for marketing, promotional and fundraising purposes.