



INTERIM EXECUTIVE DIRECTOR POSITION DESCRIPTION

Job Summary:

The position of Interim Executive Director is to provide leadership and overall management in carrying out the purpose and policies of the organization as established by the Board of Directors during a period that follows the retirement of our part-time Executive Director. Effective service to the community is measured by strong relationship and volunteer management, strong resource development, community impact strategies management, and sound organization in operations. The Interim Executive Director adheres to the utmost level of ethical standards of the Tipp City Area United Way and does everything to build the reputation of the brand.

Essential Competencies and Processes:

1. **Provide Community & Organizational Leadership:** measurements include visionary/strategic thinking, problem solving & decision making and team leadership.
2. **Develop Impact Strategies, Resources & Build Relationships:** measurements include influence & impact, coalition building, volunteer & investor relationship management, political awareness.
3. **Demonstrate Business Acumen:** measurements include strategic & operational planning, financial management, United Way brand management, technology management.
4. **Model Exemplary Values & Personal Attributes:** measurements include achievement orientation, integrity, flexibility, continuous learning & self-mastery, inclusiveness.

Essential Duties:

Oversight of Organizational Work Plans:

- **Board Strategic Plan:** maintain organizational structure.
- **Annual Campaign Plan:**
 - Monitor every aspect of the campaign from recruitment to solicitation to keeping the Campaign on target
 - Oversee formation of Campaign strategy & timetable that includes analysis of giving, profiles on key accounts, and community economic profile.
 - Coordinate campaign efforts with Board Members to optimize giving opportunities.
 - Monitor trends & historical giving data, and problem solve issue areas.
 - Encourage local business owners and decision-makers to engage in company and employee giving campaigns.
- **Community Impact/Investment Plan**
 - Facilitate periodic community assessment to identify specific issues to address.
 - Monitor the mobilization of community resources and activities.
 - Build and participate in appropriate boards, task forces, coalitions, committees.
- **Brand/Marketing Plan:**
 - Develop marketing plan with United Way staff and volunteers to include promotion, education and awareness of the United Way and its supported programs in the community.
 - Promote the organization through the regular use of Social Media, Press Releases and Public Speaking engagements.
 - Collaborate with Partner Agencies and established Donor network to promote and

advance United Way campaign goals

- **Volunteer Governance:**
 - Oversee recruiting, training and maintenance of volunteer structure.
 - Work with the Board of Directors and Board Committees.
 - Provide direction for policies and programs to keep United Way viable & responsive to changing needs.
- **Community Partnerships:**
 - Build relationships with community organizations & leaders.
 - Establish & maintain relationships within the United Way network.

Oversight of Financial Management & Organizational Compliance:

- Prepare annual budget in tandem with Finance Committee.
- Control expenditures to remain within approved budget.
- Oversee & follow fiscal procedures/investment policies established by Board.
- Oversee annual audit and ensure appropriate IRS documentation is filed timely and accurately.

Requirements:

- Previously served in a leadership role, preferably in marketing or customer service (3-5 years preferred).
- Prior experience managing staff and volunteers.
- Management of a nonprofit budget preferred.
- Bachelor's Degree or equivalent experiences in a related field will be considered.