



United Way of Anchorage

Title: President and CEO

Salary Range: DOE

Hours of Work: 8:00 a.m. to 5:00 p.m., M-F

Location: Anchorage, Alaska

Organization Overview: We unite caring people to give, volunteer, and take action to remove barriers to opportunity and solve our community's toughest challenges. Our focus is on education, financial stability, and health—the building blocks for a good quality of life and a strong community.

Position Overview: The President and CEO is responsible for United Way of Anchorage's (UWA) mission and has the authority, within the framework of the UWA's plans, policies, and bylaws, to take necessary action to perform the job responsibilities. The President and CEO will manage the entire operation of UWA within the guidelines of the annual budget as adopted by the Board of Directors with emphasis on maintaining a balanced operation. The President and CEO has special responsibility for guarding against waste of resources provided by contributors and plays a key role in resource generation for the organization.

Roles & Responsibilities:

- **Strategic**

- Provide vision and strategic insight to the Board for fulfilling the mission of the organization, utilizing input from multiple sources, including external and internal constituents.
- Ensure that the Board has access to all information needed to carry out its governance responsibilities.
- Develop an annual business plan to report on progress in achieving goals.
- Identify new opportunities to build partnerships with a broad and diverse group of external constituents and leverage resources in an effort to maximize impact.
- Partner with external organizations to encourage the exchange of information and the building of collaborations.
- Participate in external meetings, councils, forums, etc. to ensure we have the most current and relevant information to use in decision-making.

- **Leadership**

- Advance the mission and image of the organization by serving as the chief representative to all internal and external stakeholders, including the Board, staff, local nonprofits, donors, the media, government, and the general public.
- Represent the interests of all health and human service nonprofits through advocacy efforts designed to educate corporate and government representatives on community needs.

- Leverage impact by supporting and encouraging partnerships and collaborations between local nonprofits.
 - Ability to speak in a way that moves large and small groups to action.
 - Champion innovative approaches towards solving community issues.
- **Development**
 - Directly solicit a portfolio of corporate and leadership level givers and prospects with an emphasis on investments in Community Impact Fund.
 - Cultivate relationships with members of the Board and obtain individual contributions.
 - Work with the Annual and Major Gifts Officer and Vice President of Transformational Philanthropy to achieve fundraising goals related to strategies.
 - Identify and develop new partnerships and potential revenue generation opportunities.
- **Governance**
 - Provide direct staff support to the Board Governance and Nominating committee and report regularly to the Board on the activities of the organization and progress toward meeting annual plan goals and strategic objectives.
 - Ensure Board members are kept informed of matters and developments that warrant their attention and best practices on organizational management and leadership.
 - Identify issues and policies that require the action of the Board.
 - Develop board meetings that allow the members to fulfill their operational responsibilities, but also to provide the opportunity for strategic discussion on organizational imperatives.
- **Administrative and Management**
 - Establish the culture and programs to ensure that the organization attracts and retains the talent necessary to successfully carry out its programs and mission.
 - Ensure that the organization operates within the financial parameters set by the Board, and that available resources are distributed appropriately.
 - Provide fiscal oversight for the organization's investments, budgets, and financial reporting.
 - Ensures that UWA meets legal obligations and complies with membership requirements of United Way Worldwide.
 - Manage the Chief Operating Officer, Chief Financial Officer, Chief Communications Officer, Director of Community, Foundation, and Corporate Investment, Annual & Major Gifts Officer, Director of Housing, Director of Administrative Services, Director of IT Management, and Vice President of Community Impact assuring that adequate training, support, and resources are in place to achieve goals with a focus on a coaching culture.

Key Competencies:

- Demonstrate integrity by being accountable for actions, keeping commitments, and speaking honestly and truthfully with others.

- Demonstrate an enthusiasm for professional development acquiring new skills and knowledge to enhance the role.
- Demonstrate a commitment to individual and team-based assignments.
- Demonstrate quality assurance by producing accurate and thorough work.
- Demonstrate interpersonal skills in dealing with others.
- Demonstrate valuing the diversity of others' opinions and experiences.
- Demonstrate sound reasoning and good common sense.
- Demonstrate the ability to meet and exceed customer expectations.
- Demonstrate active participation in departmental, team, and full-staff meetings.

Education, Skills & Qualifications:

- Master's Degree and/or 10+ years of experience.
- Strong relationship building and donor cultivation experience with proven results in resource generation.
- Analytical, problem solving, budget and decision-making skills.
- Ability to understand multiple issues and determine how they inter-connect.
- Experience in public policy and/or advocacy.
- Demonstrated leadership and management skills, including the ability to attract, motivate and develop leadership volunteers and staff along with visionary and strategic thinking capabilities.
- Broad knowledge and understanding of human service issues and extensive management experience at the executive senior level.
- An understanding of individual community interests and regional issues and experience dealing with the concerns of multiple constituents.
- Proven skills as an effective communicator with strong interpersonal skills and unquestionable integrity, with skill to build consensus.
- Passion to make a positive difference in the lives of people and strength to be decisive, compassionate, and humble leader who is willing to take strategic risks when appropriate.
- Strong work ethic and drive for results.
- Demonstrated skills in integrating and harnessing the power of diversity to include but not limited to cultural, socioeconomic, and generational diversity.
- Ability to manage, motivate, and promote unity in a hybrid work environment.

Personal Competencies:

- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning. A person who knows themselves can identify their thoughts, feelings, and wants and then effectively put them into words in the moment. They are aware of their patterns, strengths and limitations and they seek feedback and knowledge to continually learn and grow from their experiences.

- **Understand Others** - Demonstrate interpersonal awareness and the ability to be inclusive. A person who understands others knows that everyone has their own experience of any given situation. They seek to understand all perspectives and leverage the generative nature of differing options and experiences so that outcomes are of the highest priority.
- **See the Whole** – Demonstrate organizational and political awareness, relationship building skills, and effective decision making. A person who sees the whole understands how UWA is connected in vision, mission, and function. They can balance UWA, partner organizations, donors, and community member interests to make effective decisions as well as champion decisions that have been made. They know the importance of relationships in understanding all perspectives and demonstrate effective group behaviors.
- **Create an Environment of Success** - Demonstrate the ability to provide personalized recognition and celebrate successes and display characteristics of interpersonal influence. A person who creates an environment of success can clearly articulate their vision and expectations to their team and garner commitment. They ensure accountability and continued success through feedback, coaching and recognition.
- **Model the Way** - Demonstrate ethics and integrity, consistently walking the talk. A person who models the way is highly credible. They do what they say they are going to do. They consistently excel by aligning their personal actions with shared values.

How to Apply: Please submit cover letter and resume to Keja Whiteman, at keja@kwconsultantsllc.com.
Candidate review to begin March 27, 2024.