

**ROLE DESCRIPTION**

<b>Position Title:</b> President & CEO	
<b>Reports to:</b> Pikes Peak United Way Board	
<b>Salary:</b> \$150,000 - \$200,000 based on candidate’s experience	<b>Posting Period:</b> June 27 – July 19
<b>Location:</b> Pikes Peak United Way – 518 N. Nevada Avenue	<b>Division:</b> Administration
<b>Classification:</b> Full Time, Exempt	<b>Supervises:</b> COO, CFO. Executive Assistant
<p><b>General Functions:</b> Pikes Peak United Way (a Colorado 501(c)(3) nonprofit organization) is a community based, autonomous member organization of United Way Worldwide. The Pikes Peak United Way President and Chief Executive Officer (CEO) position requires strong executive and public relations skills and an ability to manage an extensive array of community impact programs. The President/CEO is responsible for implementing the strategic plans and policies, established in conjunction with the Board of Directors. This is a high-profile position which requires a dynamic individual who is comfortable working with a wide variety of Community stakeholders.</p>	

**PIKES PEAK UNITED WAY MISSION STATEMENT:** To enhance youth success and family stability in the Pikes Peak Region by leading and lifting the most vulnerable in our community with mentorship, life resources and real job opportunities. Our signature programs and partner agencies intently focus on connecting youth and their families to resources at the beginning of their life journey to ensure access to fundamental needs of food, shelter and learning resources for all.

**OVERVIEW OF RESPONSIBILITIES:**

The President/CEO is the leadership position for the organization. The high-level responsibilities and attributes are as follows:

- Establishes vision for the organization; vision execution is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers.
- Leverages the power of relationships and networks; works across private, public and corporate sectors to improve conditions in the community.
- Possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization.
- Leads a culture of dedication to shared and measurable goals for the common good – creating, resourcing, scaling and leveraging strategies for broad investment and impact.
- Leads as the steward of the Pikes Peak United Way ‘brand,’ and understands their role in growing and protecting the reputation of United Way.
- Leads in taking responsibility for building trust in Pikes Peak United Way and its relevance in the community. The President/CEO values networks and strives to leverage United Way’s breadth of community presence, relationships, and strategy.
- Works closely with the Board to craft and adapt the strategy to achieve increased impact, including raising the funds to support the organization.
- Establishes and enhances relationships with leaders in the community, including those representing the highest levels in business, government and non-profit sectors.
- Acts as spokesperson for the organization on relevant issues.

**Community Impact:**

The President/CEO is responsible for the overall impact of Pikes Peak United Way in the community. The President/CEO works closely with the Board to craft and adapt the strategy to achieve this increased impact. Together they will establish and build relationships with top leaders in the community.

## **Resource Development**

The President/CEO is charged to drive key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders of prospective new corporate partners; to leverage personal and professional contacts and relationships into fundraising opportunities; and to promote a culture of fundraising throughout the organization.

## **Strategic Management**

The President/CEO serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. They partner with the Board of Directors and the Pikes Peak United Way Senior Leadership team to craft organizational goals and develop strategies to ensure these are achieved. They will ensure coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment.

## **EXPERIENCE POSITION REQUIREMENTS:**

Extensive experience in the leadership and management of organizations of comparable size and mission.

- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated ability to build collaboration with the community at large.
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict resolution management.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate experience in an ability to explore and successfully implement new ideas and innovative approaches to solving problems.

## **CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:**

- **Mission Focused** – Communicates effectively “the story” of the organization’s work to engage and energize donors, volunteers, advocates and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good, creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands role in growing and protecting the reputation and results of the greater network.

## **ENVIRONMENTAL FACTORS:**

Business office environment: professional dress/attire expected. Physical demands of the position include prolonged sitting and/or standing, occasional lifting to 50 pounds and regular use of the computer and telephone. The position involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver’s license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

This posting is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

Pikes Peak United Way is dedicated to the principles of equal employment opportunity. It is the policy of Pikes Peak United Way to staff positions with the best-qualified people regardless of age, race, sex, color, religion, national origin, disability, genetic information or any other applicable status protected by federal, state or local law.

Please submit cover letter and resumes to [miriam@ppunitedway.org](mailto:miriam@ppunitedway.org).