

**Ohio United Way is currently looking for candidates to fill the recently open position of President & CEO. Interested candidates should submit a cover letter and resume, including salary requirements to:**

**Ohio United Way  
ATTN: Search Committee  
395 East Broad Street, Suite 320  
Columbus, OH 43215**

**All submissions must be postmarked by Saturday, October 1, 2016**

**Ohio United Way  
President & CEO Job Description**

Ohio United Way is a voluntary membership organization for local United Ways in Ohio.

**Position Summary:** The President/CEO will report to and work collaboratively with the Board of Directors in leading Ohio United Way (OUW). Specifically, he/she will ensure that OUW general operations, fiscal operations, public policy, fundraising, marketing, and programmatic strategies are effectively implemented across all segments of the organization. Additionally, it is expected that this position has the ability to work effectively with elected officials, executive branches of government, statewide organizations, other non-profits, community organizations and businesses.

**Essential Duties and Responsibilities** include the following:

- Serve as chief executive officer of OUW.
- Ensure implementation of the organization's strategic plan.
- Manage the organization's staff.
- Manage and oversee contracts to which the organization is a party.
- Maintain positive, on-going communications and services with OUW's membership.
- Serve as the primary staff member to the Board of Directors and all Board committees.
- Serve as Secretary of the Board of Directors and maintain official minutes of Board of Directors and other official meetings of OUW. Ensures a secure environment for all files, legal and historic documents, membership and mailing lists.
- Develop and maintain positive relations with statewide agencies and state department officials, including representatives of the Governor's Office.
- Develop OUW's annual budget for Board approval.
- Examine and approve all expenses written on the organization's accounts.
- Serve as the organization's spokesperson to all groups, media and other entities.
- Maintain communications, relationships and explore collaborative opportunities with United Way Worldwide and other United Way state organizations.
- Guide public policy activities and serve as one of the organization's legislative advocates.

- Perform other duties as assigned by the Board of Directors.

**Supervisory Responsibilities:**

Directly supervises OUW employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Education and/or Experience:**

Bachelor's degree required; Master's degree preferred; five to ten years related experience and/or training; or equivalent combination of education and experience. A minimum of five years successful and progressive experience in a professional capacity is required, and three years of supervisory experience is necessary.

**Other Skills and Abilities:** Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to interact successfully with legislative, business, nonprofit, governmental and community leaders.

The President & CEO shall be willing to travel throughout the state on behalf of the agency and its membership.

**Physical Demands:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**Ohio United Way is an equal opportunity employer.**