

United Way Galveston County Mainland



Executive Director Job Description and Core Competencies

Title: Executive Director, United Way Galveston County Mainland

Reports to: Board of Directors

OUR MISSION

UNITED FOR CHANGE

United Way Galveston County Mainland is dedicated to improving health, education, and financial stability in our communities. As problem solvers and game changers, we unite donors, volunteers, organizations, and experts to tackle the toughest challenges, working to end poverty since 1955.

We are a volunteer-driven nonprofit focused on addressing critical issues in Galveston County Mainland communities. Partner agencies deliver lasting, positive impacts, and 100% of campaign donations go directly to local programs—no overhead costs.

We identify the community's most pressing needs and coordinate services for maximum impact. Your gift stays in Galveston County Mainland helping us create lasting change.

OUR VISION

Collaborating for Solutions

United Way is the trusted platform where solutions are found. Those in need quickly connect with the right resources and support, while individuals seeking to help experience a meaningful, personalized connection through a seamless, modern process. For companies, we provide expert guidance in employee engagement, reputation building, and impactful philanthropy.

OUR STRATEGY

Empowering Community Change

United Way Galveston County Mainland (UWGCM) is a community of donors, advocates, volunteers, and partners who fight for the health, education, and financial stability of every person in every community. We will win this fight by creating opportunities and a platform for the next generation to make a personal impact throughout their lives.

To do this UWGCM will provide programs and fundraise through events so individuals can get involved in and support causes they care about in ways that are engaging, meaningful, and transformative. We will empower individuals to take action, invite others to join our fight, and scale our impact.

Additional information can be viewed at <https://www.uwgcm.org/about-us/>

CORE COMPETENCIES REQUIRED FOR THIS POSITION

- **Visionary:** The ED is the Chief Mission Officer who has a clear vision for the organization, and confronts the complex realities of the environment and simultaneously maintains faith in a better future, providing purpose, direction, and motivation.
- **Organizational Leadership:** The ED demonstrates strategic leadership balanced with authenticity, respect for others, and trust building within the organization, with the Board, and stakeholders. Proactively drives an organization to a higher level of performance, efficiency, and growth through inspiring action and commitment for best results.
- **Grow Business and Revenue:** The ED possesses a high-level of business acumen, is effective at generating and growing financial support for the organization, can raise funds by effectively engaging and linking a variety of donors (individuals, corporations, major giving, and other segments), and volunteers to inform and contribute to advancing the mission.
- **Partnership Mindset and Network-Oriented:** The ED has a partnership mindset who values and leverages the power of networks, leverages the 1,800+ United Ways, its collective buying power, 11,000+ employees, 30,000+ board members, and United Way's breadth of community presence, relationships, and strategies, and provides leadership at the local, regional, national, and global level.

OVERVIEW OF RESPONSIBILITIES

The Executive Director is the leader of the organization, establishing a vision for Community Impact that is achieved through the efforts of a diverse team of high-performing leaders, staff, and volunteers alike. The Executive Director leverages the power of relationships and networks, and works across private, public, and corporate sectors to improve conditions in the community. The Executive Director possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The Executive Director is dedicated to shared and measurable goals that advance equitable outcomes in the community. The Executive Director is the steward of the brand and understands his/her role in growing and protecting the reputation of United Way. S/he is responsible for building trust in United Way and its relevance in the community. S/he values network and strives to leverage United Way's breadth of community presence, relationships, and strategy.

KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS

The major responsibilities of this position include, but are not limited to:

Community Impact

The Executive Director is mission-focused and responsible for the overall impact of United Way Galveston County Mainland on the community, with emphasis on increasing its capacity to drive the mission and vision. The Executive Director works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government, and non-profit sectors. The Executive Director is responsible for foster capacity building strategies within United Way Galveston County Mainland as well as among nonprofit partner agencies to maximize the impact of grants and create efficiencies in the delivery of grant-funded program services.

Resource Development

The Executive Director is relationship-oriented and 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 in the organization, both at the staff and board level.

Strategic Management

The Executive Director is highly collaborative and serves as the principal resource to the Board of Directors and its key committees and gives strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and the United Way Galveston County Mainland staff to craft organizational strategic plans and goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all United Way activities based on the strategic plan in the areas of community impact, resource development, and staff alignment.

Organization Management

The Executive Director is results driven and accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The Executive Director assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises staff positions and establishes individual goals; works with the Finance Director to manage organizational spending, monitor budget compliance, and mitigate financial risks. Budget accountability includes responsibility for the organization's financial health, ensuring transparency, compliance, and aligning spending plans with strategic goals. Budget responsibility is the active management of resources – planning, allocating, monitoring, and controlling funds to drive performance and safeguard financial integrity.

EXPERIENCE/POSITION REQUIREMENTS

- Substantial experience working in the nonprofit sector (United Way experience is desirable), and interacting with volunteers and diverse boards. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.
- Experience in building revenue and increasing philanthropic support.
- Experience in organizational budgeting and aligning multi-year revenue projections with investment strategies.
- Experience in creating and managing strategic plans
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- Strong public speaking skills.
- A demonstrated track record of promoting diversity and an 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 management.

- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.
- Ability to monitor/audit Agency Partners for compliance with United Way contracts.
- Supervise a staff of 4-6 employees.

Education Background

Required:

- An undergraduate degree from an accredited university
- Supervisory experience

Preferred:

- An advanced degree, MPA or MBA and/or CFRE certification

WORK ENVIRONMENT

The office is located at 2800 Texas Ave, Texas City, Tx 77590.

PHYSICAL REQUIREMENTS:

1. Able to lift 15–25-pound boxes.
2. Able to sit for extended periods of time.

United Way Galveston County Mainland is an Equal Opportunity Employer. To provide equal employment and advancement opportunities to all individuals, employment decisions at UWGCM will be based on merit, qualifications, and abilities.

UWGCM does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.

Note: Salary, Bonus, and Benefits Packages will be shared with qualified applicants.

Applicants should send resumes or questions to Connie Hughes, Office Manager, at 409-948-4211 or via email at: ConnieH@UWGCM.org