



United Way of  
Linn, Benton & Lincoln  
Counties

## **President & CEO**

Reports to: Board of Directors

Status: Salary, Exempt

### **About Us:**

The United Way of Linn, Benton & Lincoln Counties (UWLBL) advances the common good by creating opportunities for a better life for all. Our focus is on Education, Income and Health – the building blocks for a good quality of life. We recruit people and organizations who bring the passion, expertise and resources needed to get things done. Through a variety of efforts including an annual workplace fundraising campaign, fund distribution activities, community assessments and cross-sector collaborations United Way encourages others to give, advocate, volunteer and LIVE UNITED.

### **General Position Summary & Major Responsibilities:**

Under the guidance of the Board of Directors, this position leads efforts to design, develop, launch and execute strategies that accomplish our mission *to mobilize the resources and people of our communities in collective action to address our most pressing challenges*. Specific duties include, but are not limited to, the following:

#### **1. Fiscal and Organizational Management**

- a. Manage the day-to-day operations of UWLBL
- b. Manage UWLBL's staff, currently a team of three (3).
- c. Serve and Collaborate with the Board of Directors to develop strategies that align with UWLBL's mission and vision.
- d. Ensure the near-term and long-term financial viability of UWLBL.
- e. Interface with shared services contractors to provide Accounting, Finance and Pledge Processing services to UWLBL.
- f. Deepen and maintain a culture of trust, equity and credibility with internal UWLBL Staff and externally with the greater community.

#### **2. Resource Development**

- a. Increase funding for UWLBL, its programs, and our nonprofit partner agencies.
- b. Serve as primary Relationship Manager for major donors, investors and funders.
- c. Key Objectives from the Strategic Plan:
  - i. Increase total revenue.
  - ii. Increase the number of individual donors not associated with the workplace campaign.
  - iii. Form a Resource Development Committee.

### 3. **Community Impact**

- a. Prioritize community needs and resources of the community to create greater impact on the community, stakeholders, and partners served by the United Way of Linn, Benton & Lincoln Counties.
- b. Support staff and volunteers by providing relevant information, strategic guidance and supportive leadership when appropriate.
- c. Key Objectives from the Strategic Plan:
  - i. Identify and address the major needs of the community.
  - ii. Create a regional Community Impact Committee.
  - iii. Increase Volunteerism, Community Collaboration and Partnerships.

### 4. **Community Relations**

- a. Inform and engage the Linn, Benton, and Lincoln County communities of the work of UWLBL and our nonprofit partner agencies.
- b. Key Objectives from the Strategic Plan:
  - i. Increase UWLBL brand recognition.
  - ii. Increase support for non-profit agency partners.
  - iii. Increase community collaboration.

### **Minimum Knowledge & Skills Required:**

1. Bachelor's degree or equivalent combination of education and experience in the fields of Social Science, Business or Liberal Arts
2. Minimum 10 years leadership experience managing teams of employees or an organization.
3. Experience collaborating and convening organizations around specific projects or targets. Experience in Collective Impact a plus.
4. Strong analytical ability; must be able to procure, interpret, report on and use data.
5. Significant experience managing and supporting leadership volunteers.
6. High proficiency in oral and written communication.
7. Excellent interpersonal skills.
8. Proficiency with common Microsoft Office (Outlook, Word, Excel and PowerPoint) software required.

United Way of Linn, Benton & Lincoln Counties will provide equal employment opportunities to all applicants without regard to applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability status, or any other status protected by federal or state law. The company will provide reasonable accommodations to allow an applicant to participate in the hiring process if so requested.

**Salary & Benefits:**

- \$85,000 to \$95,000 Annual Salary.
- Benefits include Health, Dental and Life Insurance.
- Paid time off and sick leave.
- Retirement Plan with Employer Match.
- Reimbursements for Local Travel Mileage and Mobile Phone.
- Ability to work from home when necessary but regular and significant in-person office time required.

**Application Process:**

To apply for this position, please email a Cover Letter, Resume and References to:

Blake Pang  
President & C.E.O.  
United Way of Linn, Benton & Lincoln Counties  
P.O. Box 905  
Albany, OR 97321

[Blake@uwlbl.org](mailto:Blake@uwlbl.org)

**Applications are due by September 9, 2022**