



Executive Director

Job Description for United Way of West Ellis County (UWWEC)

Exempt Status: Full Time, Exempt

Salary Range: \$70,000 - \$90,000

Benefits Offered: Travel Reimbursement and Monthly Phone Stipend

Location: West Ellis County, Texas

Position Summary

The Executive Director serves as the Chief Executive Officer of the United Way of West Ellis County and is responsible for the overall leadership, management, and effectiveness of the organization. This role requires a **mission-driven, relationship-oriented, results-focused, and collaborative leader** who can inspire others, strengthen community partnerships, and drive measurable impact across Ellis County.

The Executive Director provides strategic vision and direction to the **Board of Directors, staff, and volunteers**, ensuring operational excellence, financial integrity, and alignment with United Way's mission to improve lives by mobilizing the caring power of the community.

This position reports directly to the Board of Directors.

Key Areas of Responsibility

1. Leadership & Strategy

- Provide visionary leadership that advances UWWEC's mission and strategic priorities.
 - Partner with the Board of Directors to develop, implement, and evaluate the organization's strategic plan.
 - Foster a positive, collaborative culture among staff, volunteers, and community partners.
 - Represent UWWEC at local, regional, and state meetings, events, and speaking engagements.
 - Maintain awareness of community needs, philanthropic trends, and economic conditions that impact the organization and its partners.
 - Model the highest standards of integrity, professionalism, and accountability in all actions.
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2. Administration & Organizational Management

- Ensure the organization's operations, programs, and finances are aligned with strategic goals and comply with United Way Worldwide requirements and AICPA standards.
- Oversee financial planning, budgeting, and reporting to ensure transparency and fiscal responsibility.
- Hire, supervise, and develop staff to ensure a high-performing, mission-focused team.
- Maintain and implement up-to-date organizational policies, procedures, and best practices.

3. Board Relations

- Serve as the primary liaison between staff and the Board of Directors.
 - Keep the Board informed of key issues, trends, and opportunities affecting UWWEC and the community.
 - Support Board recruitment, training, and development to ensure strong, effective governance.
 - Assist in Board and committee meetings, providing information and guidance to facilitate sound decision-making.
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4. Community Impact & Partnerships

- Lead community impact initiatives and ensure that UWWEC's funding and programs are responsive to local needs.
- Work with the Allocations Committee to develop a fair and effective system for distributing community investments.
- Cultivate strong relationships with partner agencies, civic organizations, local governments, and other United Ways.
- Act as a visible, trusted community leader and advocate for collaboration and shared impact.
- Build and maintain strong, trust-based relationships with nonprofit partner agencies, providing ongoing support, strategic feedback, and opportunities for collaboration and networking that promote shared learning and collective impact across the community.

5. Fundraising & Resource Development

- Develop and execute year-round strategies to grow and diversify UWWEC's revenue.
 - Lead and inspire corporate, individual, and workplace giving campaigns.
 - Identify and manage grant, sponsorship, and special event opportunities to advance organizational initiatives.
 - Ensure accurate reporting and accountability for all fundraising activities.
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6. Marketing, Communications & Public Relations

- Oversee all marketing and communication efforts to enhance visibility, credibility, and community engagement.
 - Maintain a consistent and positive brand image that aligns with United Way's values and standards.
 - Serve as the public face of UWWEC in media interviews, community events, and stakeholder meetings.
 - Ensure regular communication with donors, volunteers, and the community to highlight impact and encourage involvement.
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7. Volunteer & Community Engagement

- Support and grow volunteer opportunities including but not limited to **MLK Day of Service, Day of Action**, and other community initiatives.
 - Cultivate and empower volunteer leaders, including Board and committee members, to advance UWWEC's mission.
 - **Lead efforts to recruit, train, and retain a broad and diverse volunteer base**, aligning volunteer opportunities with organizational priorities and community needs.
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Qualifications

Education:

- Bachelor's degree required; Master's degree preferred.

Experience:

- Minimum of 3–5 years of progressive leadership experience in nonprofit, community, or corporate settings.
- Demonstrated success in fundraising, community engagement, and organizational management.

Knowledge & Skills:

- Strong understanding of nonprofit operations, fiscal management, and governance.
- Proven ability to develop and implement strategic plans.
- Excellent communication, public speaking, and interpersonal skills.



- Strong relationship-building and partnership-development abilities.
 - Experience managing budgets and ensuring financial accountability.
 - Innovative mindset with the ability to adapt and lead through change.
 - Deep understanding of community needs and a commitment to improving quality of life for residents in Ellis County.
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Additional Requirements

- Must reside in or be willing to relocate to Ellis County, Texas.
 - Valid driver's license and reliable transportation required.
 - Occasional early morning, evening, or weekend commitments for community or campaign events.
 - Some travel required for regional or state United Way meetings.
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Core Competencies

- **Mission-Focused:** Creates real social change that leads to better lives and healthier communities.
- **Relationship-Oriented:** Values collaboration and effectively builds trust and connection.
- **Results-Driven:** Dedicated to continuous improvement and measurable community outcomes.
- **Brand Steward:** Exemplifies integrity, accountability, and a passion for United Way's mission.



HOW TO APPLY:

Send resume with cover letter that includes salary request and references to **jmcnulty@uwwec.org**.

Resumes will not be accepted after November 7, 2026 at 11:59 p.m. .

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Disclaimer: This Job Description is intended to suggest the essential functions of this position and is not intended to be a complete list of skills, duties, responsibilities or working