

# Executive Director of the Acton-Boxborough United Way

*The mission of the Acton-Boxborough United Way (AB United Way) is to identify and raise public awareness of community needs; connect needs with quality services; and raise and allocate funds to support the charitable efforts of the community.*

## Job Purpose

Be responsible for the operation, growth and development of the AB United Way

- Provide professional leadership to the AB United Way Officers and Board of Directors to ensure the organization is meeting the human service needs of the community
- Implement Board policies and plans to accomplish the AB United Way's mission and goals

## Role Specifics

- 25 hours per week reporting to the Board of Directors
- Salary commensurate with experience

## Principal Responsibilities

### *Fundraising*

- Ensure the success of the annual fundraising campaign and all extended development efforts in partnership with the Board, including growth of the Major Donor campaign, sponsorships and grants
- Work to identify and cultivate new and potential donors as well as manage existing donor relationships

### *Agency and Town Relationships*

- Maintain and build relationships with the funded agencies and town leaders and flag any opportunities/concerns for the Board

### *Public Relations/Community Outreach*

- Promote the work of AB United Way by building relationships with donors, prospective donors, community entities and businesses
- Represent and serve as spokesperson for the AB United Way to the general public, special constituencies, press, potential donors, and other organizations or businesses
- Seek ways the AB United Way can identify and address unmet needs in the community

### *Administrative*

- Oversee the administration within policies and procedures established by Board
- Responsible for stewardship of Board, leadership volunteers and student volunteers
- Work with the President, Executive Committee and Board to implement Board decisions, coordinate work of Board committees, and develop goals and long range vision/planning
- Oversee staff and staff operations to implement programs and activities within framework of Board policies and approved budget

## Qualifications

- Four year college degree
- Excellent communication and project management skills
- Relevant fundraising experience
- Demonstrated knowledge of financial management of non-profits
- Strong technical skills including donor database management, standard office suite software and social media platforms
- Passionate, organized, thoughtful, and interested in Human Services