

QUALIFICATIONS / RESPONSIBILITIES:

- The President and CEO provides leadership for the Aloha United Way mission, strategy and operations. This includes the administration of day-to-day office duties, supervising staff, coordinating annual fundraising campaigns, stewarding leadership donors, overseeing the allocations processes, and monitoring the Community Impact Model.
- The President and CEO works closely with the Board of Directors to develop and achieve goals and objectives and is supervised by the Chairman of the Board, under the direction of the Executive Committee and the full Board of Directors.
- The President and CEO leverages the power of relationships and networks and works well with private, public, corporate, labor and non-profit partners to raise funds and address needs in the community.
- The President and CEO possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization.
- The President and CEO serves as a spokesperson for the agency and its mission and is responsible for building trust in United Way and for building its relevance in the community.

ESSENTIAL DUTIES/FUNCTIONS:

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

Resource Development

The President and CEO is charged with driving key results in fundraising; to identify, cultivate and solicit prospective donors and key leaders of 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. The President and CEO is also tasked with strategically planning for and working with staff to find new sources of diversified revenue for the agency including grants, partnerships and new business

Community Impact

The President and CEO is responsible for the overall impact of Aloha United Way, with particular emphasis on increasing its capacity to drive the impact agenda of Education, Poverty Prevention and Safety Net Services. The President and CEO works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising funds to support it. The President and CEO will establish and build relationships with top leaders in the community, including those representing the highest levels in local businesses, government, organized labor and nonprofit sectors.

Organization Management

The President and CEO is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. The



ALOHA UNITED WAY PRESIDENT & CHIEF EXECUTIVE OFFICER

President and CEO maintains accountability for the operational and fiscal integrity of the organization within policies set by United Way Worldwide and the Aloha United Way Board of Directors. The President and CEO assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises staff positions and establishes individual goals and work plans; works with the VP of Finance to manage spending, monitor budget compliance, mitigate financial risks and to create the annual budget. The President and CEO also oversees the negotiations for contract renewals for the unionized staff members/ The President and CEO assures compliance with all United Way member requirements, IRS reporting, and state and local reporting.

The President and CEO will produce a monthly summation of AUW activity by department to be sent to the Board members.

The President & CEO may also be asked to provide leadership in response to local, state and national crisis situations if needed, engaging the 2-1-1 call center, etc.

Marketing

The President and CEO is the face of Aloha United Way and handles all media relations and inquiries. The President and CEO cultivates relationships with key media outlets and is a go-to source for information on local matters important to the nonprofit sector and the community at large. The President and CEO may assist in writing copy for the annual campaign brochures and other internal and external documents & collaterals as needed.

Other Business Relations

The President and CEO is actively involved in the recruitment and management of the Aloha United Way Board of Directors in conjunction with the AUW Board Chair. The President and CEO also plays an important role in the stewardship of organizations in the annual campaign and of donors who are members of the Aloha United Way Tocqueville Society. Participation by the President and CEO in the Tocqueville Society is encouraged.

Experience Requirements

- Substantial experience working in the nonprofit sector preferred.
- Experience in Board Management.
- Experience interacting with volunteers and diverse groups.
- Public speaking ability.
- Extensive experience in the leadership of organizations of comparable size and mission.
- Expertise on issues relevant to the organization.
- Ability to command confidence and respect of stakeholders.
- A demonstrated track record of building collaborations.
- Experience in or across multiple sectors, including nonprofit, public and corporate environments.



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- Experience in developing partnerships, building teams, providing responsive customer service.
- Experience in conflict management and resolution.
- Experience in building revenue and increasing philanthropic support.

President and CEO has unquestioned integrity; a long-term perspective; strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift directions and experiment with new initiatives; excellent verbal and written communication skills; a high energy level.

WORKING CONDITIONS

Indoors in air-conditioned office. The President and CEO is required to work in-person during regular business hours, and some evenings and weekends. (Some remote work flexibility is permissible.) Neighbor island and mainland travel as needed.

QUALIFICATION REQUIREMENTS

Skills/Knowledge:

Knowledge of objectives, principles, practices and trends in Human Resources, systems, funding and operations. Demonstrated ability in the area of budgeting and financial management. Ability to be strategic in both development and implementation of short- and long-term goals and objectives. Ability to establish and maintain significant partnerships within the community -public, private and volunteer sectors, and/or relationships with corporate chief executive officers, labor representatives, health and human services agency personnel, government representatives, and other United Way organizations and representatives. Skills as a strong executive manager and in people and conflict management, while promoting positive morale. Knowledge in public policy and/or advocacy desired/a plus, but not required.

Education/Experience:

Graduation from an accredited college or university in social work, management, business administration, public administration, public health or sociology. Advanced degree preferred. Minimum of seven (7) years of successful senior management level experience at a multi-million-dollar operation; experience with volunteer boards, committees and other volunteer groups which make operating policies for the organization; or any combination of education and experience which would provide the knowledge, skills and abilities to perform the essential duties of this position. Non-profit experience preferred.

Other Requirements:

A valid driver's license and vehicle are required.