



## Executive Director

Reports to: Board of Directors

Commitment: 37.5 hours per week

Location: In-Office/Hybrid

Classification: Full-Time Employee (Exempt)

Closing Date: October 31, 2025

**Mission:** United Way of Windham County strives to improve lives by mobilizing the caring power of community. United Way of Windham County is proudly part of the United Way family. United Way Worldwide serves as a parent organization that sets standards, provides training and technical support, and conducts research. United Way of Windham County works to achieve its own strategic initiatives, governed and directed by a local and autonomous Board of Directors. Learn more about our impact!

**Vision:** We improve lives and build stronger communities by focusing on Healthy Community, Opportunity, Prosperity, and Education–HOPE. We unite individuals, businesses, and organizations to create long-lasting, measurable change.

**Values:** Hope, diversity, equity, inclusion, innovation, and adaptability. These core values shape the organization's approach to its work and align with its commitment to the community. We strive to represent the community, connect resources to the greatest need, empower grassroots efforts, and hold a big picture, forward-thinking vision to guide its work.

### About United Way of Windham County:

In the coming years, guided by Community Impact principles, United Way of Windham County will act as a:

- **Community Convener:** Bringing together and mobilizing cross-sector organizations for conversation and action in response to community needs.
- **Fiscal Partner:** Fiscal partner to Windham County's mission-driven organizations as funder of programs and initiatives, fund holder of specific purpose funds, fiscal agent for new

community initiatives and organizations, and lead applicant or convener for complex or collaborative funding applications.

- Resource Hub: Resource hub connecting the community to information and resources to help maintain and improve health and well-being.
- Advocate: Advocate in order raise awareness of issues and engage stakeholders in efforts related to publicity, resources, policy, and action.
- Lead, Facilitate, Organize: Leader in response to crisis in the community, by facilitating immediate crisis response, organizing volunteers, and developing resources to promote long-term recovery.
- Provider: Provider of community programs that respond to a community-identified need and directly serve members of the Windham County community.

#### Key Responsibilities:

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

**Community Impact:** The Executive Director is responsible for the overall impact of United Way of Windham County on the community, with emphasis on increasing its capacity to drive the impact agenda. The ED works closely with the Board to craft and adapt the strategy to achieve this increased impact, including raising the funds to support it. They will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and nonprofit sectors. The ED will sit on the Board of Directors of Windham County Dental Center and United Ways of VT.

**Resource Development:** The Executive Director is charged with driving key results in resource development; 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 serves as the principal resource to the Board of Directors and its key committees and gives strong directions in policy formulation and interpretation. They partner with the Board of Directors to craft organizational goals and develop strategies to ensure that they are achieved. They ensure coordination and alignment of all United Way activities to strategic direction in the areas of community impact, resource development, and staff alignment.

### Organization Management:

The Executive Director is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. They maintain 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 senior leadership positions and establishes individual goals; works with the Finance Committee to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that United Way of Windham County's goals of inclusiveness and diversity among staff and volunteers are met.

### 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.

- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- 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.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems.
- They have unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.

### Core Competencies:

- **Visionary:** The Executive Director is the Chief Mission Officer, has a clear vision for the organization, confronts the complex realities of the environment and simultaneously maintains faith in a better future, providing purpose, direction, and motivation.
- **Organizational Leadership:** The Executive Director 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.

- **Influence in the Marketplace:** The Executive Director has growth mindset, builds and cultivates network of relationships, is influential and leverages United Way's unique position to proactively increase visibility, reputation, and competitive advantage that generates interest, passion for investing in community. Successfully navigates the complex dynamics of local, regional, and national environment.
- **Business and Revenue:** The Executive Director possesses a high-level of business acumen and broad management skillset and 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.

#### Compensation and Benefits:

- Salary Range: \$68,000 – \$78,000
- Combined Time Off (Sick/Personal)
- 11 Full Day Holidays, 2 Half Day Holidays
- Employee Sponsored QSEHRA
- 3% match on Qualified Retirement Plan
- Bereavement Leave (3 Days)

Diversity and inclusion are at the heart of what it means to LIVE UNITED and advance the common good; to be a diverse and inclusive system is fundamental to achieving our mission and vision. United Way of Windham County is committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the organization.

To apply please send a resume, cover letter describing your interest in the position, and three professional references to United Way of Windham County by email at [info@unitedwaywindham.org](mailto:info@unitedwaywindham.org).