

United Way of the Wabash Valley
Position Description



Position Title: Executive Director
Posting Date: February 28, 2025
Position Type: Full-Time, Exempt

Compensation: Competitive Salary, Commensurate with Experience & Benefits Package
Job Location: Terre Haute, IN

Position Summary: The United Way of the Wabash Valley's Board of Directors is seeking a mission-driven, collaborative and innovative leader and communicator, who will serve as the head of the organization, establishing and implementing a vision for Community Impact. This person will need strong leadership, strategic vision, communication skills and operational competencies to ensure long-term success for the organization. They will serve as the primary advocate and spokesperson for the United Way of the Wabash Valley and its mission.

The Executive Director will further the mission of the United Way of the Wabash Valley by developing strong relationships and collaboration with a constituency of donors and community stakeholders, working across private, public and corporate sectors to improve conditions in the community. The ideal candidate will also possess a high level of broad business skills, financial acumen, and strategic management expertise to generate resources and financial support for the organization.

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

Community Impact:

- Responsible for the overall impact of UWWV in the community, with emphasis on increasing its capacity to attain measurable results
- Includes the ability to set priorities, align internal resources and measure change
- Building relationships with key community stakeholders and leaders to ensure UWWV mission aligns with community needs

Resource Development:

- Drive key results in fundraising planning and implementation, including identifying resource requirements, developing innovative future strategies, researching funding sources, establishing an effective process to approaching funders, submitting proposals and grants and overseeing fundraising records and documentation
- With the Board of Directors, work toward campaign growth
- Maintain and foster relationships with current individual and corporate donors, and identify, cultivate and solicit prospective donors and corporate partners to further develop fundraising opportunities

Organizational Management:

- Responsible for building and leading a high-performing team who are aligned and collaborating to achieve results
- Maintains accountability for the operational and fiscal integrity of the organization
- Assesses organizational capacity, then implements strategies to fill any identified gaps in systems and staffing
- Establish clear and effective lines of communication with the board to ensure constant collaboration.

Qualifications:

- Substantial experience in the nonprofit sector, interacting with volunteers, donors, community stakeholders and diverse boards (United Way experience is desirable)
- Knowledge of the Wabash Valley communities is preferred
- Demonstrated experience in building partnerships, building teams and conflict management
- Experience in building revenue and increasing philanthropic support
- Must demonstrate a desire to explore new ideas and innovative approaches to solving problems
- Bachelor's Degree strongly preferred

To apply, please submit a cover letter and resume via this [Google Form link](#). The Hiring Committee will consider applications received by March 24, 2025, as priority.

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The United Way of the Wabash Valley is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.