

POSITION AND CANDIDATE SPECIFICATION  
UNITED WAY OF NORTH CENTRAL FLORIDA  
**PRESIDENT & CHIEF EXECUTIVE OFFICER**

**Accountabilities for President & Chief Executive Officer:**

The Chief Executive Officer communicates and drives UWNCFL's vision and its contribution and grant making objectives to various constituencies, and provides personal leadership to the Board and staff in formulating policy. He/she leads with action and initiative, and defines, articulates and responds to the ever-changing philanthropic environment. The CEO must provide leadership in developing financial resources and maintaining relationships with UWNCFL's constituents.

With the Board and staff, the CEO works to develop a coherent fundraising and contributions agenda, conducts reassessments of existing grants, and tests the possibilities of new grant programs to achieve the UWNCFL's objectives. He/she directly oversees UWNCFL's \$3+ million budget, and is responsible for attracting and developing a strong team; for exploring linkages with other institutions that would strengthen and integrate existing programs. The CEO is at the helm of the organization's efforts to recruit volunteers and donors, and provides the leadership needed to motivate and support the active participation of others. He/she also serves as an active spokesperson for the needs of the community and as a participant in activities related to the mission of United Way, including participating on the local and regional level in health and human services activities that affect the community.

**Minimum Qualifications:**

Bachelor's degree or greater in an appropriate field. Successful candidate should also possess a combination of further education and experience appropriate for leading a regional social service agency with a budget of over \$3 million.

**About United Way of North Central Florida**

United Way of North Central Florida (UWNCFL), its donors and volunteers advance the common good in the North Central Florida region by providing our neighbors life-changing opportunities in education, financial stability and health.

**Mission**

UWNCFL's mission is to positively impact the education, health and financial stability of people living in our region.

**Vision**

UWNCFL's vision to be the number one trusted choice in charitable giving that unites people to transform lives in north central Florida.

## **Values**

UWNCFL's core values include:

- **Accountability** – Acting with integrity and maintaining the highest standards of ethics and accountability.
- **Leadership** – Providing leadership for community building.
- **Inclusiveness** – Respecting the dignity, uniqueness and worth of all individuals and valuing the diversity of the community we serve.
- **Volunteerism** – Promoting a “spirit of volunteerism” and volunteer leadership.
- **Excellence** – Providing the highest quality in all we do.

## **Programs**

### *The Community Investment Fund*

United Way works with human service providers, government agencies and volunteers to identify our community's most urgent needs, and the programs that best address them. The resulting network of nearly 35 programs, operating in our partner agencies, provides significant community impact for people in need in the North Central Florida.

### *Impact Initiatives*

These initiatives focus on local issues that demand the community's attention: at risk youngsters, disadvantaged families, and older adults who need a helping hand to remain independent and productive. The goal is to create and support effective programs that change people's lives and improve conditions in our community. In addressing the underlying causes of people's hardships, the community can work together to remove some of those obstacles.

Initiatives include:

- Increasing Financial Stability, Improving Health and Education of Families in Community
- ReadingPals
- Voluntary Income Tax Assistance
- 2-1-1

## **Key Relationships**

Reports to: Board of Directors

### Direct reports:

Director, Marketing and Communications

Vice President, Development

Director of Impact,

Director, Operations Administrative Assistant

Human Capital Associate and Board Liaison,  
Administration

**Other Key Relationships:**

United Way Worldwide  
United Way of Florida  
Volunteers  
Local Elected and Appointed Officials  
Law Enforcement  
United Way Partner Agencies  
Community Leaders  
State Officials  
Local Chamber of Commerce  
University of Florida  
Continuum of Care (North Central Florida)