Executive Director Application Instructions
United Way of Iredell County

Thank you for your interest in the Executive Director position with the United Way of Iredell County. Please review the following instructions and Job Description carefully to ensure your application package is complete and submitted correctly.

Required Materials
To be considered for this position, you must submit a complete application package consisting of the following documents:

- **Cover Letter:** A detailed letter outlining your leadership philosophy, relevant experience in community impact or non-profit management, and your vision for driving collaborative solutions in Iredell County.
- **Professional Resume:** An up-to-date summary of your professional career history, educational background, and notable achievements.
- **Email Destination:** Send your complete application package directly to edposition@uwiredell.org.
- **Subject Line Format:** Please use the subject line: Executive Director Application - [Your Last Name, Your First Name].
- **File Format:** Convert all documents into PDF format before attaching them to your email to preserve formatting.

Critical Dates & Deadlines
Application Deadline: All materials must be received no later than **December 10, 2026**. The Board of Directors Search Committee will begin reviewing applications immediately following the deadline. Only candidates selected for interviews will be contacted.

Core Competencies
Successful candidates must embody United Way's core competencies. As a mission-focused and relationship-oriented professional, the Executive Director will prioritize real social change by connecting donor aspirations directly to community needs, actively listening to diverse inputs, and treating all stakeholders with absolute respect and dignity. In their role as a collaborator and results-driven leader, they will deftly mobilize financial and human resources, build external coalitions, and persistently pursue measurable goals for the common good. Finally, as a dedicated brand steward, the chosen leader will act with uncompromised integrity and ethics, modeling strict accountability and transparency to protect and grow the trusted reputation of United Way.

Position Description
Executive Director
United Way of Iredell County
1835 Davie Avenue, Suite 401
Statesville, NC 28677
Phone: 704-872-3000 Fax: 704-729-4042

Description:

United Way of Iredell County is seeking a proven leader who will foster and coordinate the development of a common, collaborative vision for United Way and the community. The Executive Director will demonstrate unquestionable integrity, be results oriented, possess business acumen, have proven fundraising results, and present evidence of managing and leading an organization of comparable size.

The Executive Director has an opportunity to use their creativity and skills to increase the United Way's vibrancy in our community, increase the philanthropic footprint impacting both the giver and the recipient, and increase the voice of those perhaps marginalized in some way. This executive director has the talent of recognizing the work may benefit a small circle of people or a large non-profit partner, and both have great value to our region.

It is important that candidates understand the time commitment and flexibility related to serving in this capacity. The person selected becomes the face of Iredell County United Way and must embrace inclusivity, champion charity, and lead with equal parts brain, heart and strength. A master of collaboration and partnerships.

Qualified candidates will have experience with the non-profit community as either an Executive Director, senior-level manager, or serving in a different capacity with the United Way system. Additionally, we prefer a minimum of five years of related, progressive management experience, preferably in a nonprofit organization. This position will report to the Board of Directors and will work in partnership with its committees to ensure overall sound governance and strategic direction-setting for the organization. Strong public speaking skills required.

Essential Duties & Responsibilities of the Executive Director:

- Direct the annual United Way of Iredell County fundraising campaign;
- Effectively communicate the mission and vision of United Way to the public, businesses and volunteers;
- Identify, cultivate and solicit new individuals and corporations for major gifts while maintaining existing donor relationships;
- Develop a strong, proactive Board of Directors and diverse volunteer core, gaining their commitment to the United Way's mission and vision;
- Serve as the principal professional resource to the Board of Directors, Executive Committee, Budget & Community Investment Committee and other key committees informing them of the status of United Way's operations, issues and functions;
- Develop and manage the annual operating budget for United Way, which is approved by the Board of Directors;
- Manage United Way's business and financial accounts with transparency and accountability at the lowest possible cost, while adhering to the membership requirements of United Way Worldwide;
- Oversee the collection, banking and recording of all United Way contributions;
- Oversee the distribution of funds to partner charities and ensure partner agencies meet and maintain eligibility necessary to receive funding;
- Prepare grant proposals
- Align the organization to the United Way Worldwide Standards of Excellence;
- Manage staff supervision and staff development;
- Travel will be required to attend necessary local, regional and state United Way meetings and conferences; and
- Carry out other duties and responsibilities as assigned by the Board of Directors.

Education Requirements;

- Bachelor's degree in business administration, Human Services, or closely related field; or an equivalent combination of education and work experience.
- Must have strong computer skills and demonstrate proficiency with Microsoft Office programs and financial software (i.e. QuickBooks, etc.)
- Time management is a must
- Ability to determine the ROI for requests and share reasoning for when decisions may create a gain or loss.
- Approachable, warm, encouraging and optimistic – helpful traits!
- A believer in the importance of the human spirit fostered by an active community.

Salary and benefits depending on experience.