



United Way
of Snohomish County

**Executive Director
United Way of Snohomish County
Position Description**

Who We Are

For almost 85 years, UWSC has been working for a better Snohomish County. We are committed to listening, learning and working steadfastly to respond to the most pressing needs of our neighbors and friends. Our mission is to improve lives for families in Snohomish County by bringing people, resources, and strategy together, so that those families can live to their fullest potential for generations to come regardless of race, place, and ability.

Candidate Description

We are searching for our next agency Executive Director, to put their visionary stamp on the growth and stabilization work that has been in progress for the last several years. This individual should be passionate about seeing families thrive, especially those with young children who face economic and racial barriers to success.

UWSC's next Executive Director will have a track record of building and strengthening relationships with key community stakeholders including other nonprofit agencies, government partners, elected officials, and individuals who access the programs we support. The Executive Director must be willing to communicate our values of equity and integrity while navigating complex relationships with donors, funders, and community leadership.

The Executive Director will lead organizational strategy, budgeting, operational improvement, and be responsible for hiring, training, and evaluating staff. The individual will also be the lead for board management, helping to recruit, orient, and support new board members and the Executive Committee. They should be comfortable working with high-level volunteers and managing both up and down in organizational contexts.

This individual should be comfortable with ambiguity, flexible, and able to drive change. The organization is in the middle of transition, and the next leader will need to be someone who can hold space for the loss that change creates while being a cheerleader for the opportunity that such changes can bring.

We welcome candidates who:

- Demonstrate the skills, abilities, and experience needed for this role regardless of education and compensation history.
- Are inspired by our values of integrity, collaboration, innovation, equity, and outcome oriented.
- Are willing to grow in personal and professional learnings of social and racial justice.
- Demonstrate a commitment to improving outcomes for young children and their families experiencing systemic economic poverty.

Position Priorities

Strengthen United Way's presence and reputation in the community as a trusted partner, advocate, and leader by building positive working relationships with the board, staff, partners, government entities, funders, and the community at large.

- Oversee daily staff and program operations. Support, mentor and develop four (4) direct reports, simplify communications, and enhance productivity. Manage and develop high-performing teams of staff and volunteers setting and achieving strategic objectives.
- Increase fundraising revenue and develop strategy to generate positive operating income.
- Ensure that diversity, equity and inclusion are embodied in all programmatic work, community convenings, and board and staff policies and practices.
- Provide strategic, collaborative leadership focused on creating and implementing an innovative 3-year strategic plan.
- Assess organization opportunities and challenges that directly affect current and future program impact and communicate with key partners, staff and board as needed.
- Maintain accountability for the overall operational and fiscal integrity of the organization.
- Hold delicate balance of meeting donor needs and prioritizing a central focus on long-term family outcomes.
- Foster a positive and supportive organizational culture that improves staff morale, cohesion, and retention.

Duties and Responsibilities

Leadership

Engage board and committee members, individually and as a group, adapting historical practices to a changing environment and to thinking strategically to ensure decisions are made in the best interest of those served by UWSC.

- Actively participate in the strategic business planning process and the development of strategies to meet the organization's desired outcomes and results.
- Cultivate a strong and transparent working relationship with the Board of Directors and ensure open communication about the measurement of financial, program, and impact performance against stated milestone and goals
- Provide board members with appropriate information needed to make informed decisions, set priorities, and develop a written strategic business plan.
- Support board recruitment and development focusing on Diversity, Equity, and Inclusion in partnership with board leadership.
- Demonstrate success in strengthening leader performance, building a true learning organization, aligning culture to strategy, and building capacity to achieve long-term business goals.
- Ensure that agency policies, practices, and programs comply with all applicable federal, state, and local employee laws, including equal employment opportunity and nondiscrimination and that also promote diversity, equity, and inclusion.

Program Impact

Establish and evaluate program goals to further the mission of UWSC in partnership with the Board of Directors.

- Monitor and develop strategies to ensure all UWSC programs are consistent with UWSC's values, mission, and vision.
- Assess and evaluate programs to identify opportunities for improvement.

Community Engagement

Increase awareness of UWSC's engagement in the community and enhance revenue from individuals, major donors, foundations, government agencies, and businesses.

- Formulate and execute comprehensive marketing, branding, and development strategies that will ensure consistency throughout United Way of Snohomish County.
- Actively promote UWSC and its programs in the community at large

Agency Growth

Ensure that United Way has the resources to meet its commitments to the community, partners, and staff.

- Maintain and monitor the organization's financial condition and ensure sufficient operating reserves and cash flow to meet the organization's obligations.
- Oversee the development and/or maintain diverse funding sources.
- Be accountable to the planning and implementation of fundraising activities, including individual giving, events, and campaigns. Work with and provide guidance to the Board and Committees, staff, and volunteers.
- Ensure new/renewing grant proposals are pursued and establish and maintain positive relations with funders.
- Oversee the preparation, presentation, and administration of the budget in a manner that is understandable and fiscally responsible.
- Maintain an effective internal control system and ensure that accurate and timely financial information is provided for internal and external use.
- Maintain and improve UWSC's current/fixed assets including its financial assets such as the endowment

Competencies and Attributes

- Commitment to anti-racism, equity, diversity, and inclusion
- Understand the budget limitations and approve financial statements
- Experience with Strategic planning initiatives, and implementation scenarios
- Strong networking skills with a commitment to building community relationships
- Bachelor's degree, plus 5 years progressively responsible experience in organizational leadership in public or nonprofit management. Relevant work experience can be substituted for education qualifications.
- Proven track record of fundraising and partnership development
- Excellent organization, project management, and time-management skills, with attention to detail and follow-through.
- Demonstrated leadership skills in inspiring, empowering, motivating, and developing current and future staff to achieve strategic organizational goals

- Excellent written and oral communication skills, and a track record of successful public speaking and community engagement
- Follow ethical standards, ensure accountability, and comply with all federal, state, and local laws.

Deliverables Within the first 12 Months

- Oversee efforts to raise campaign revenue by the end of FY26.
- Create a balanced budget proposal for FY27 that prioritizes community impact and long-term sustainability
- Implement the approved 3-year strategic plan
- Incorporate community-informed advocacy agenda and action plan to support identified priorities
- Participate in UWPBW Board, retreat, and other opportunities to connect with and learn from fellow United Way leaders
- Complete the UW Worldwide New Leaders Orientation Program
- Meet all UW Worldwide membership requirements including new branding and Thriving United Way assessment
- Create a plan for the agency's physical presence in Snohomish County and programmatic presence in Island County

Compensation Package

- Employment: Full-time
- Reports to: Board of Directors
- Compensation: \$140,000 - \$165,000 plus vacation, benefits and federal holidays

Application

- Documentation to be submitted to United Way HR: Resume and Cover Letter emailed to resumes@uwsc.org
- First applicant review date scheduled for: February 2nd, 2026