UNITED WAY
Orange County

Job Description – President & Chief Executive Officer
November 2026

Job Title:	President & Chief Executive Officer (President & CEO)
Reports To:	Board of Directors
Classification:	Full-Time, Exempt
Location:	Orange, Texas

Purpose of the Position

The President & CEO serves as the chief executive officer of United Way of Orange County and is responsible for providing strategic leadership, organizational direction, and effective management of all aspects of the organization.

Reporting directly to the Board of Directors, the President & CEO works collaboratively with Board members, staff, donors, volunteers, nonprofit partners, businesses, and community leaders to advance the organization's mission, strengthen its financial position, and maximize its impact throughout Orange County.

The President & CEO is accountable for organizational performance, financial stewardship, fundraising and resource development, community relationships, personnel management, governance support, and operational effectiveness. The position requires both strategic leadership and hands-on involvement in the daily operations of a small nonprofit organization.

Primary Responsibilities

Organizational Leadership and Strategic Planning

- Provide visionary, mission-driven leadership and direction for the organization.
- Work collaboratively with the Board of Directors to develop, implement, and evaluate strategic priorities and organizational goals.
- Translate strategic objectives into actionable plans, measurable outcomes, and effective operational practices.
- Identify emerging community needs, challenges, and opportunities for collaboration and organizational growth.
- Evaluate organizational effectiveness and recommend improvements to programs, operations, systems, and processes.
- Foster a culture of accountability, collaboration, transparency, ethical conduct, and continuous improvement.
- Ensure organizational activities remain consistent with Board-approved policies, the mission, and established strategic priorities.

Board Relations and Governance

- Serve as the primary liaison between the Board of Directors and staff.
- Work closely with the Board Chair, Executive Committee, and other committees to support effective governance and informed decision-making.
- Prepare or coordinate Board and Executive Committee agendas, meeting materials, reports, and supporting documentation.
- Keep the Board informed of organizational operations, financial performance, fundraising progress, community impact, significant challenges, and emerging opportunities.
- Support Board member recruitment, orientation, development, engagement, and succession planning.
- Assist with governance responsibilities, including Board policies, committee structures, bylaws, and required organizational documentation.
- Implement Board-approved decisions and ensure appropriate follow-through.
- Maintain accurate governance records and safeguard confidential Board and organizational information.

Financial Management and Organizational Sustainability

- Provide overall leadership and accountability for the organization's financial health and long-term sustainability.
- Develop and administer the annual operating budget in collaboration with the Board Treasurer, Finance Committee, and Board of Directors.
- Monitor revenues, expenditures, cash flow, reserves, and financial performance.
- Oversee financial transactions, banking relationships, investments, payroll, accounts payable, and other financial operations in accordance with established policies and approval requirements.
- Coordinate with the organization's external CPA and independent auditor regarding financial reporting, annual audits, tax filings, and financial compliance.
- Ensure appropriate internal controls, financial accountability, documentation, and responsible stewardship of organizational resources.
- Manage organizational risk, insurance coverage, vendor relationships, and contractual obligations.
- Identify financial challenges and recommend appropriate strategies to protect and strengthen the organization's financial position.

Fundraising and Resource Development

- Provide strategic leadership for annual fundraising campaigns, donor engagement, corporate partnerships, sponsorships, grants, and special fundraising initiatives.
- Work collaboratively with staff, Board members, volunteers, and campaign leaders to establish and achieve fundraising objectives.
- Cultivate and maintain relationships with corporate partners, individual donors, foundations, civic organizations, and other supporters.

- Participate directly in donor cultivation, solicitation, stewardship, and recognition activities.
- Identify opportunities to diversify and strengthen revenue sources.
- Oversee fundraising events and initiatives, ensuring sound planning, financial performance, and alignment with organizational priorities.
- Lead or coordinate grant research, proposal development, applications, grant administration, and required reporting.
- Monitor fundraising results and communicate progress and outcomes to the Board and other stakeholders.

Community Impact and Partner Agency Relations

- Provide executive oversight of United Way of Orange County's community impact strategies, partner agency relationships, and investment processes.
- Support the identification and evaluation of community needs and opportunities for collaborative solutions.
- Oversee the partner agency application, evaluation, allocation, reporting, and accountability processes.
- Work with staff, Board committees, and nonprofit partners to ensure that organizational investments align with established priorities and community needs.
- Support the development and implementation of collaborative initiatives and special impact projects.
- Promote measurable outcomes, responsible stewardship, and meaningful community impact.
- Maintain strong and constructive relationships with nonprofit partners and community stakeholders.
- Address significant partner agency concerns and funding-related matters in coordination with appropriate Board committees.

Staff Leadership and Human Resources

- Provide direct supervision, leadership, mentoring, and support to organizational staff.
- Recruit, hire, develop, evaluate, and manage personnel in accordance with organizational policies and applicable laws.
- Establish clear expectations, individual responsibilities, performance standards, and accountability measures.
- Conduct employee performance evaluations and provide ongoing coaching and professional development opportunities.
- Oversee personnel administration, compensation recommendations, employee benefits, payroll coordination, and related employment matters.
- Promote a positive, respectful, collaborative, and productive workplace environment.

- Manage staff resources and assignments to ensure effective operations and successful completion of organizational priorities.
- Maintain appropriate confidentiality regarding employee and personnel matters.

Operations, Administration, and Compliance

- Direct the daily operations of the organization and ensure efficient management of office functions, systems, resources, and administrative processes.
- Oversee organizational policies, procedures, recordkeeping, document retention, technology systems, and information security.
- Maintain organizational registrations, certifications, memberships, and required reporting obligations.
- Ensure compliance with applicable federal, state, and local laws, nonprofit regulations, contractual requirements, and organizational policies.
- Maintain appropriate relationships and reporting compliance with United Way Worldwide and United Ways of Texas.
- Oversee contracts, service providers, facilities, equipment, insurance, and other operational resources.
- Maintain organizational continuity procedures and support succession planning and emergency preparedness.
- Ensure that appropriate systems and documentation are in place to support organizational accountability, continuity, and operational efficiency.

Community Relations, Communications, and Public Representation

- Serve as the organization's primary public representative and advocate for its mission and impact.
- Build and maintain relationships with local businesses, nonprofit organizations, governmental entities, civic groups, community leaders, and other stakeholders.
- Represent the organization at community meetings, presentations, public events, and collaborative initiatives.
- Seek opportunities to convene stakeholders, encourage collaboration, and address important community issues.
- Provide oversight of organizational communications, public relations, marketing, website content, and social media messaging.
- Communicate organizational priorities, accomplishments, community impact, and opportunities for involvement in a clear and compelling manner.
- Promote a positive public image and strengthen community trust and confidence in United Way of Orange County.

Events, Volunteer Engagement, and Special Initiatives

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- Provide executive leadership and oversight for organizational fundraising events, volunteer initiatives, community activities, and special projects.
- Collaborate with staff, volunteers, sponsors, and community partners to support successful planning and implementation.
- Ensure events and initiatives are aligned with organizational goals, financial resources, staffing capacity, and community needs.
- Participate in key organizational events and community activities as needed.
- Evaluate opportunities for new initiatives that strengthen community engagement, expand partnerships, or advance the organization's mission.

Knowledge, Qualifications, Skills, and Abilities

- Demonstrated leadership ability with experience in organizational management, strategic planning, and operational oversight.
- Strong understanding of nonprofit management, governance, fundraising, and community engagement.
- Sound financial management skills, including budgeting, financial analysis, internal controls, and resource allocation.
- Proven ability to cultivate relationships, develop partnerships, and engage community stakeholders.
- Excellent interpersonal, written, verbal, and public speaking skills.
- Experience working effectively with a Board of Directors, committees, volunteers, and diverse stakeholder groups.
- Strong personnel management skills, including supervision, coaching, performance evaluation, and conflict resolution.
- Ability to develop fundraising strategies, cultivate donors, secure financial support, and identify new revenue opportunities.
- Exceptional organizational skills and the ability to manage multiple priorities, deadlines, and projects simultaneously.
- Strong analytical thinking, sound judgment, discretion, and independent problem-solving abilities.
- Ability to balance long-term strategic planning with direct involvement in daily organizational operations.
- Proficiency with Microsoft Office applications and the ability to effectively use financial, donor management, and other organizational technology systems.
- High degree of integrity, professionalism, accountability, confidentiality, and commitment to ethical leadership.
- Ability to work collaboratively while providing clear direction and making difficult decisions when necessary.
- Strong commitment to community service and the mission and values of United Way of Orange County.

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Education and Experience

- Bachelor's degree in nonprofit management, business administration, public administration, communications, or a related field preferred; equivalent professional experience will be considered.
- Demonstrated experience in leadership, management, fundraising, community relations, or a related field required.
- Previous nonprofit executive or senior management experience preferred.
- Experience working with a nonprofit Board of Directors preferred.
- Familiarity with Orange County, Texas, and the surrounding Southeast Texas region preferred.
- Experience within the United Way network desirable but not required.

Additional Requirements

- Valid driver's license and proof of automobile insurance.
- Ability to pass a background check.
- Ability to attend meetings, events, and organizational activities outside regular business hours, including occasional evenings and weekends.
- Ability to travel locally and occasionally outside the area for meetings, training, conferences, and organizational business.
- Ability to maintain confidentiality of sensitive organizational, financial, donor, Board, and personnel information.
- Willingness to perform additional duties and responsibilities as necessary to support the organization.

General Statement

This job description is intended to describe the general nature and level of responsibilities associated with the position and is not an exhaustive list of duties. Responsibilities may change based on organizational needs and direction from the Board of Directors.

This description does not constitute an employment contract. United Way of Orange County is an at-will employer.

United Way of Orange County is an equal opportunity employer and is committed to maintaining a workplace free from unlawful discrimination.