

**President & CPO**  
**United Way of West Central Connecticut**  
440 North Main Street, Suite D  
Bristol, CT 06010

The United Way of West Central Connecticut (UWWCC), established in 1922, has a long history of serving the communities of Bristol, Burlington, Plainville and Plymouth by carrying out its mission to increase the organized capacity of people to care for one another. The UWWCC works in collaboration with other community partners to improve lives by focusing on nurturing youth and families, supporting seniors, and providing basic needs.

Description:

United Way of West Central Connecticut's (UWWCC) President & CPO works in partnership with the Board of Directors, other volunteers and staff, to improve lives in West Central Connecticut; provides leadership in carrying out the policies set by the Board; and directs the day-to-day operations of UWWCC as a community-change agent.

Successful candidate will be a dynamic leader who embraces a collaborative management style that promotes communication among employees and the Board. He or she must also possess strengths in financial management, problem solving, human relations, community involvement, organizational skills and effective communication skills.

Competencies and Responsibilities:

1. Community and Organizational Leadership
  - Long-term planning and visioning for United Way and community
    - Problem solving within United Way and community
    - Facilitate UWWCC meetings and events (Board of Directors and related governance committees, Allocations Committee, Day of Caring, etc.)
    - Attend community meetings
  - Manage staff
    - Schedule full and individual staff meetings, staff reviews and professional development
    - Maintain accountability of staff for individual goals and objectives and areas of responsibility
  - Work with volunteers, including Board of Directors, committee members and one-time project volunteers
2. Develop Impact Strategies, Resources and Build Relationships
  - Campaign and Special Events
    - Lead and manage campaign with support from Resource Development Coordinator and campaign volunteers
    - Oversee and support Resource Development Coordinator who helps with the campaign and oversees most special events
    - Help to brainstorm all aspects of campaign and special events – marketing, messaging, volunteers, timelines, event details

- Grants
    - Oversee and edit majority of corporate grants and reports
    - Manage Neighborhood Assistance Act process
    - Edit program grants and reports prepared by others and assist in submitting supporting documentation; write budgets, and participate in grant meetings and public hearings (Kids in the Middle, Main Street Community Foundation, Bristol Early Childhood Alliance, Ending Homelessness, Parent Leadership Training, Walsh Summer Work Experience Program, etc.)
  - Community Impact
    - Participate in community meetings (Bristol Cares, Bristol Early Childhood Alliance, Plainville Human Services, etc.)
    - Support Early Childhood Coordinator with work related to Bristol Early Childhood Alliance
    - Support Community Impact Coordinator with work related to KIM, Youth Board, TRIAD, VITA, etc.
    - Support team with Adopt-a-Child and Joy of Sharing Programs
  - Allocations
    - Facilitate multi-year process with volunteers and Community Impact Coordinator
    - Update application, reports and all forms
    - Communicate with partner organizations throughout process (emails, award and rejection letters, etc.) and check-ins during allocation period
3. Demonstrate Business Acumen
- Financial management
    - Develop and monitor organizational and program budgets
    - Manage all aspects of the audit process
    - Oversee merger of monthly reports and create financial summary reports
    - Process, sign and mail checks
    - Support accounts payable and receivable
  - Strategic and operational planning
  - HR management
    - Oversee onboarding and HR policies
    - Payroll
    - Manage employee benefit packages
  - Coordinate and submit UWW reporting
4. Models Exemplary Values and Personal Attributes
- Excellence in both oral and written communication with staff, partner agencies, community and business leaders, volunteers, and Board of Directors
  - Create inclusive and positive environment
  - Maintain transparent processes
  - Demonstrate adaptability and openness to alternative ideas and solutions
  - Focus on professional growth for self and team

Qualifications:

- Bachelor's Degree and minimum five years of comparable executive experience, non-profit experience a plus; will also consider non degreed candidate with 10 years of comparable executive experience in non-profit setting.

Position offers a competitive compensation structure and benefits package. Starting salary range is \$70,000 - \$85,000.

Interested candidates should email a cover letter and resume by May 27, 2022 to [ptomlinson@thomastonsb.com](mailto:ptomlinson@thomastonsb.com)

Trish Tomlinson, Board Chair  
United Way of West Central Connecticut  
Email: [ptomlinson@thomastonsb.com](mailto:ptomlinson@thomastonsb.com)