



United Way of the  
Eastern Upper Peninsula

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Boy Scouts  
Community Health Access Coalition  
Diane Pepler RC  
Feeding America  
Girl Scouts  
Hearthside Assisted Living  
HOME of Mackinac Co.  
Hospice of the EUP  
Great Lakes Recovery Centers  
Northstar Habitat for Humanity  
Salvation Army  
Sault Housing Safe Haven

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Jim Martin-EFSP  
Jennifer Dunton-MDH&HS  
Camela Yeack-Chili Cook-off

**Staff**

**Executive Director**

**Administrative Assistant**  
Barbara Reed  
**Community Engagement & RSVP  
Director**  
Raulaniesa Aranda  
**RSVP Project Coordinator**  
Brandi MacArthur  
**Full Time Volunteer**  
Linda Forgrave



April 5, 2018

**RE: Executive Director search**

Dear Potential Applicant,

United Way of the EUP is seeking applicants for a permanent, full-time position as the Executive Director to lead the day-to-day functions of a large non-profit agency in the Eastern Upper Peninsula. This position requires organizational, leadership, and financial experience; including budgeting, supervising personnel, and strategic planning. This position requires exceptional communication and organizational skills with strong abilities in relationship building across all sectors of the community including political leaders, business executives, volunteers & clients.

Fundraising and non-profit social agency experience is a plus.

Visit [www.unitedwayeup.org](http://www.unitedwayeup.org) for job description and further details.

**To apply, send cover letter and resume to United Way of the EUP, Attn: Search Committee. Box 451, Sault Ste. Marie, MI 49783.**

Review of applications will begin April 27, 2018, until the position is filled.

Please, no walk-ins.

Sincerely,

*United Way of the EUP Search Committee*  
**United Way of the Eastern Upper Peninsula**

[www.UnitedWayEUP.org](http://www.UnitedWayEUP.org)

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**UNITED WAY OF THE EASTERN UPPER PENINSULA  
JOB DESCRIPTION  
EXECUTIVE DIRECTOR**

TITLE: Executive Director

REPORTS TO: Board of Directors

PURPOSE: Responsible to the Board of Directors for the daily administration and management of the United Way of the EUP.

**Core Competencies**

<b>MISSION FOCUSED</b>	The United Way's Executive Director's top priority is to create real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
<b>RELATIONSHIP-ORIENTED</b>	The Executive Director understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
<b>COLLABORATOR</b>	The Executive Director understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
<b>RESULTS-DRIVEN</b>	The Executive Director is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
<b>BRAND STEWARD</b>	The United Way director is a steward of the brand and understands his/her roles in growing and protecting the reputation and results of the greater network.
<b>VISIONARY</b>	The Director confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.
<b>TEAM BUILDER</b>	The Executive Director ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.
<b>OUTWARD TURNING</b>	The CEO understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations. Communicating with Board, donors, staff, businesses and the public is key.
<b>BUSINESS ACUMEN</b>	The United Way Executive Director possesses a high-level of broad business and management skills and is effective at generating financial support for the organization. This includes implementation and compliance with Board and government policies/regulations.
<b>NETWORK ORIENTED</b>	The CEO values the power of networks; striving to leverage United Way's breadth of community presence, relationships, and strategy.

**QUALIFICATIONS/SKILLS REQUIRED:**

- Marketing knowledge
- Computer expertise
- Flexibility
- Bachelor's degree or equivalent work experience
- Supervisory/management experience
- Leadership
- Organizational skills
- Not for profit experience
- Desire to help others
- Communications – verbal &

written