

Executive Director

JOB TITLE: Executive Director

SUPERVISOR: Board of Directors

BASIS: Full-time (*salary exempt*)

POSITION SUMMARY:

The Executive Director serves as the chief executive and fiscal agent of the Marshalltown Area United Way (MAUW), providing strategic leadership to advance the organization's mission and impact across Marshall County. Reporting to the Board of Directors, the Executive Director oversees operations, fundraising, financial management, community partnerships, and alignment with United Way Worldwide priorities.

The Executive Director serves as the primary ambassador for MAUW and leads staff, volunteers, and community stakeholders to achieve sustainable outcomes.

KEY RESPONSIBILITIES:

Operations & Management

- Direct and oversee daily operations of the organization.
- Lead, develop, and support staff and volunteers in a culture of accountability and excellence.
- Ensure policies, procedures, and systems support efficient and compliant operations.

Financial Management

- Serve as the CEO and fiscal agent, including budgeting, cash flow, and investments.
- Manage the annual audit process and work directly with auditor.
- Serve as primary administrator of budget allocation processes and funding distribution.
- Ensure fiscal integrity, transparency, and compliance with all applicable requirements.

Governance & Leadership

- Attend all Board meetings and serve as a member of the Executive Committee.
- Serve as Secretary to the Board of Directors.
- Provide leadership, guidance, and strategic recommendations to support Board governance and organizational effectiveness.

Resource Development & Campaign Leadership

- Provide leadership and support to annual campaign chair(s) and key volunteers.
- Support volunteer recruitment and training for campaign roles.
- Guide campaign planning, execution, and evaluation.
- Assist with identification and recruitment of future campaign leadership.
- Support major donor cultivation and leadership giving efforts.

Allocation Process

- Lead and administer the community investment and allocation process.
- Train and support Board members in allocations.
- Implement systems to evaluate agency qualifications and funding recommendations.
- Ensure fair, transparent, and mission-aligned distribution of funds.

Partner Agency Relations

- Maintain strong, positive working relationships with funded partner agencies.
- Promote the missions and impact of supported agencies.
- Provide guidance to agencies regarding budgets, reporting, and compliance.
- Meet regularly with partner agencies to share information and support collaboration.

Community & Public Relations

- Serve as the primary ambassador and spokesperson for MAUW.
- Cultivate strong relationships with business leaders, elected officials, donors, and stakeholders while maintaining a visible and positive presence in the community.

United Way Network Relations

- Maintain strong working relationships with United Way Worldwide, State Association, and Local United Ways.
- Leverage national tools, strategies, and resources to support local impact.
- Ensure alignment with United Way Worldwide mission, focus areas, and best practices.

QUALIFICATIONS:**Education & Experience**

- Bachelor's degree preferred or minimum of five (5) years of senior-level leadership or management experience, preferably in a nonprofit or community-based organization.
- Demonstrated experience working with boards, volunteers, and community partners.

Skills & Competencies

- Strong background in fundraising, financial oversight, and community engagement.
- Excellent leadership, communication, and relationship-building skills.
- Ability to manage multiple priorities and meet deadlines.

COMPENSATION & BENEFITS:

- Base Salary: \$50,000-\$65,000 annually. Actual salary will be based on experience.
- IRA Employer Compensation
- Health insurance
- Paid time off and paid holidays

Please send your cover letter and resume to: office@unitedwaymarshalltown.org

Applications will be accepted through February 20th, 2026.

Marshalltown Area United Way is an Equal Opportunity Employer.