

POSITION DESCRIPTION			
<b>Title</b>	Area Director	<b>Department</b>	Effingham County
<b>Reports To</b>	President and CEO		
<b>Summary</b>	Serves as leader to provide overall direction, manage resource development along with volunteer chair, and provide strategy and consultation in implementing a county-wide network of voluntary, publicly supported human care services. The Area Director is responsible for carrying out the programs, goals and objectives in accordance with United Way of the Coastal Empire (UWCE) policies.		
<b>Employee Expectations</b>	<p><i>Same for all employees</i></p> <p>The UWCE is synonymous with charitable service and strives to positively impact the issues people care most about in our community. All UWCE employees are critical to our work and expected to present the best image of our organization as they represent the United Way in our community. All employees are expected to accept their responsibilities, adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times.</p>		
<b>Position Requirements &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Minimum 4 years in a customer-focused related field required, some fund raising experience preferred.</li> <li>▪ A baccalaureate degree in social service or related field preferred. May substitute related managerial experience in the field for college degree.</li> <li>▪ Social service experience preferred.</li> <li>▪ Proficiency in Microsoft, excel and social media platforms required</li> </ul>		

<p><b>Essential Job Responsibilities</b></p>	<p><u>General Administration</u></p> <ul style="list-style-type: none"> <li>• Has chief administrative responsibility for public accountability of the agency, maintenance of agency facilities and regular reporting to various bodies.</li> <li>• Regarding County specific direct services- is responsible for EC-Impact reporting to include accurate measurements, indicators and outcomes.</li> <li>• Provides accurate and timely budget balances for 211 Emergency Assistance and various other programs.</li> <li>• Carries chief staff responsibility to ensure that legal obligations of the agency are met.</li> <li>• County office budget development, in coordination with UWCE President and Controller.</li> <li>• Management of budget and resources to successfully achieve desired outcomes.</li> <li>• Plan and help lead fund –raising activities including (but not limited to) written communication, public presentations, and the development of fundraising partnerships.</li> <li>• Develop, administer, and report grant funding obtained for collaborative efforts within Effingham County.</li> <li>• Supervises and directs staff personnel in the performance of their duties.</li> <li>• Coaches, develops and evaluates the performance of staff members.</li> </ul> <p><u>Program Development and Evaluation</u></p> <ul style="list-style-type: none"> <li>• Evaluates the services being provided by the agency in relation to specific goals and standards and recommends modification, where appropriate.</li> <li>• Advise, implement, and direct new program development when approved for expansion of direct services.</li> <li>• Recommends and/or provides input on proposed new programs.</li> <li>• Complete ECImpact for all direct service programs in Effingham County, oversee data collection/ input and reporting of those programs.</li> </ul> <p><u>Public Relations</u></p> <ul style="list-style-type: none"> <li>• Interprets the function of United Way to the community through direct involvement and through public relations, including personal contact, literature and media.</li> </ul> <p><u>Board Relationship</u></p> <ul style="list-style-type: none"> <li>• Develops and recommends to the UWCE Board of Directors specific plans for the development of agency programs and services.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Organizes monthly Advisory board meetings and keeps minutes from those meetings.</li> <li>• Educates and activates Advisory board members to become advocates for the United Way mission of improving lives.</li> </ul> <p><u>Community Relations</u></p> <ul style="list-style-type: none"> <li>• Maintains appropriate relations with other professional and social service groups in the community and services on appropriate community committees.</li> </ul>
<p><b>Traits &amp; Distinguishing Characteristics</b></p>	<ul style="list-style-type: none"> <li>▪ Maintains exceptionally high standards of integrity and confidentiality.</li> <li>▪ Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions</li> <li>▪ Seeks and receives feedback graciously and with a dedication to continuous improvement.</li> <li>▪ Demonstrates commitment to quality in every task performed.</li> <li>▪ Self-motivated.</li> <li>▪ Team and goal oriented</li> </ul>
<p><b>Physical Demands</b></p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Some of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions.</li> <li>▪ A majority of this job requires excellent communication and public speaking skills, strong community relationships and awareness, and excellent community collaboration.</li> <li>▪ Some of this position is physically strenuous requiring heavy lifting, walking, standing for extended periods of time, setting for major events (tables, chairs, tents) and participation in weekend and evening events.</li> <li>▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.</li> </ul>
<p><b>Status</b></p>	<p><i>STATE ONE:</i> Exempt (Salaried)</p>