



**ORANGE COUNTY UNITED WAY  
JOB ANNOUNCEMENT**

<b>Job Title: Executive Director, United for Financial Security</b>	<b>Reporting To: President &amp; CEO</b>
<b>Department: United for Financial Security</b>	<b>Position: Hybrid Full-Time/Exempt 37.5 Hours/Week Competitive Salary and Benefits Package</b>

\*Recruitment Closing Date: December 15, 2021

Orange County United Way seeks a bold visionary, with extensive leadership experience within safety net, financial capability and asset building services to join the organization and direct the United for Financial Security initiative. As a key member of the Executive Team, this dynamic position reports to the President & CEO and serves as the lead staff for the United for Financial Security Leadership Council and oversees all public awareness, advocacy and signature programmatic strategies that help families address immediate challenges and sets them on the path toward financial stability. ***Position to begin immediately.***

**Key Duties and Responsibilities**

- Stay abreast of public policy, best practices, and trends in safety net, financial capability and asset building services and related challenges and barriers facing Orange County residents
- Actively participate in local and national conferences, convening's, and peer learning communities to share and glean best practices and build and strengthen cross-sector partnerships
- Continually design, implement, monitor and scale programs and strategies to address community needs in alignment with key research and priorities
- Actively convene and support Orange County's top influencers, visionaries, connectors and decision makers via Leadership Council to bring more visibility, ideas and resources to help families achieve financial security
- Curate Keeping it Real OC dialogue series and other events to spotlight the needs of Orange County families who are struggling to get by and bring attention to solutions that can drive change
- Develop and manage budgets, workflows and processes; provide reports to staff, Board of Directors, Leadership Council and funders on key activities, highlighting successes and areas for support
- Serve as lead spokesperson for initiative internally and externally via meetings and community events and as a key liaison for funders, donors, and volunteers
- Work closely with internal teams around marketing, fund development, grant writing, data and evaluation, and volunteer and corporate engagement to sustain and grow resources
- Lead and coach team of program managers and project consultants to advance



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programmatic strategies, including: OC Free Tax Prep, Orange County Emergency Food and Shelter Program, Covered CA Outreach and Enrollment, Financial Wellness Program, SparkPoint OC, and UpSkill OC

- Oversee tracking of the Family Financial Stability Index Orange County (FFSI-OC) to measure progress; program data and outcomes to conform with funder reporting requirements
- Actively engage as a team member in other project activities and perform other tasks as assigned related to United for Financial Security or the organization as a whole

### **Required Skills and Experience**

- Driven, collaborative, dedicated and compassionate leader
- Forward and transformative thinker
- Confident, energetic, and polished professional
- Strong commitment to advancing racial equity and social justice and affirming and operationalizing principles and practices in approaches to work
- Vast knowledge of Orange County and demonstrated success working at a senior-management level in the education, business, government, philanthropy or nonprofit sector
- 10+ years of experience and proven impact in the design, implementation, scaling, evaluation and building of programs and cross-sector partnerships for safety net, financial capability and asset building services
- Related experience and established results leading large teams, engaging and supporting governance boards and councils and working with donors, funders and volunteers
- Analytical with great attention to detail
- Superb interpersonal, writing and presentation skills
- Poised and masterful at managing across all levels of organization
- Able to motivate and cultivate leadership within team and organization
- Comfortable with change and thrive in challenging situations
- Can anticipate and navigate complex needs
- Patient, flexible and can easily adapt and pivot
- Able to support teams to set and achieve performance goals and outcomes
- Proven expertise managing multiple scopes of work to meet deadlines
- Graduate Degree in Social Work, Public Administration, Public Policy, Public Health or related fields highly preferred

### **Technical Knowledge**

- Computer proficiency in Microsoft 365 (Word, Excel, PowerPoint, Outlook and Teams); Zoom
- Ability to quickly learn and adapt to new tools
- Client, project, time, and database management



### **Physical Demands**

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publicly speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

### **Send Cover Letter and Resume To:**

recruiting@unitedwayoc.org  
Orange County United Way  
18012 Mitchell South, Irvine, CA 92614  
www.unitedwayoc.org  
No phone calls, please!

### **About Orange County United Way**

Orange County United Way is committed to leading the fight for equity by removing barriers, closing gaps, and leveling the playing field for everyone who lives here. Orange County United Way is hands-on, delivering programs countywide to improve lives in the community by working to ensure students succeed, struggling families find financial security, and homeless neighbors find a place to call home.