



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

JOB TITLE: EXECUTIVE DIRECTOR, UNITED FOR FINANCIAL SECURITY	REPORTING TO: PRESIDENT AND CEO
DEPARTMENT: UNITED FOR FINANCIAL SECURITY	POSITION: FULL-TIME/EXEMPT

Purpose of Position

The Executive Director, United for Financial Security leads the strategic direction, execution, and oversight of Orange County United Way’s (OCUW) financial wellness initiatives. This role is responsible for advancing economic stability for low-income families through innovative programs, strategic partnerships, and community engagement.

Key Duties and Responsibilities

- **Strategic Leadership:** Develop and implement a comprehensive strategy to achieve OCUW’s financial wellness goals, ensuring alignment with organizational priorities and community needs.
- **Team Management:** Lead and mentor a multidisciplinary team specializing in safety net services, financial wellness, and workforce development.
- **Program Oversight:** Design, manage, and evaluate programs that promote financial security, ensuring measurable outcomes and continuous improvement.
- **Budget & Resource Management:** Develop and oversee program budgets, ensuring fiscal responsibility and alignment with funding requirements.
- **Fundraising & Development:** Collaborate with the Chief Strategy Officer to secure funding through grants, partnerships, and donor engagement.
- **Stakeholder Engagement:** Build and maintain strong relationships with diverse stakeholders, including community organizations, government agencies, and private sector partners, to foster shared value and collective impact.
- **Advocacy & Public Awareness:** Serve as a leading voice in the community on financial well-being. Identify advocacy opportunities and promote public awareness around financial literacy and support for low-income families.
- **Leadership Council Oversight:** Provide strategic guidance and operational support to the United for Financial Security Leadership Council.
- **Organizational Alignment:** Uphold and promote the values and mission of OCUW in all aspects of the work.
- **Other Duties:** Perform additional responsibilities as assigned by executive leadership.

Job Requirements /Technical Knowledge

- Minimum of 10 years of experience in community-based work, with a focus on economic empowerment, social services, or related fields.
- Master’s degree preferred; Bachelor’s degree with equivalent experience considered.
- Proven ability to develop and execute long-term strategic plans.
- Demonstrated passion for advancing financial equity and community well-being.



Compensation

- Commensurate with experience, education, and market, \$150,000-\$200,000. Competitive benefits.

Core Competencies

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Company Standards

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and mission of Orange County United Way.

Physical Demands

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.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.



Send Cover Letter and Resume To:

recruiting@unitedwayoc.org

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org