



United Way
of Northeast Georgia

The UNITED Way of Northeast Georgia makes positive, sustained, and measurable change through: identifying regional needs; collecting, sharing, and removing barriers to local resources; and building nonprofit capacity.

United Way of Northeast Georgia's office is in Athens, GA and serves a 12-county region including: Banks, Barrow, Clarke, Elbert, Franklin, Greene, Hart, Jackson, Madison, Morgan, Oconee, and Oglethorpe counties.

Position Title: Vice President of Strategy & Operations

Position Type: Full Time, salaried

Supervision: This position reports to the President/CEO. This position supervises the Director of Development, Director of Community Impact and Office Administrator.

Position overview:

General:

- Provide professional support for the President/CEO in working with Board of Directors, Committees, donors, community groups and organizations.
- Ensuring overall coordination for growth of organization.

Board:

- Coordinate schedule, notify attendees, and provide general meeting management with board as well as Executive committee.
- Work with President/CEO to assess strengths of board members and making sure we are working in those areas with our volunteers.

Strategic Plan:

- Planning out action steps to ensure achievement of quarterly goals that help to reach yearly goals.
- Work with staff, board members and committee members to help define roles and responsibilities in organization growth.

Staff Oversight:

- Evaluations
- Goal setting

Policy:

- Personnel Policy
- Information Policy
- Bylaws Revisions/Updates

United Worldwide Requirements:

- Membership Certification
- Database 2
- Self Assessment

Other Responsibilities:

- Provide support to team as needed.
- Additional duties as needed/assigned.

Qualifications:

- Bachelor's degree or equivalent experience
- Extensive experience in operations and high-level strategic planning
- Management skills preferred

Position requires flexible schedule to attend occasional events that may occur in the early mornings, evenings and/or weekends. Candidate will be asked to use personal car for business and must possess valid driver's license. UWNEGA will reimburse for mileage at the prevailing federal mileage rate.

Salary Range: \$60,000-\$65,000

Benefits provided by UWNEGA include:

- Health Insurance
- Dental Insurance
- Vision Insurance
- 403(b) with 3% company match
- 15 paid holidays each year
- Generous vacation benefits

United Way of Northeast Georgia is an equal opportunity employer.

Send cover letter and resume to hr@unitedwaynega.org. Position will remain open until filled.