

We are currently seeking to fill the position of **Senior Director of MISSION UNITED**. **Candidates may apply online by clicking the link below.** Please share with your contacts. Thanks!

Senior Director of MISSION UNITED

Purpose

This position is responsible for the planning, coordination, development, contract/system management, implementation and overall leadership, vision and focus of strategies and tactics for an integrated approach to UWPBC's MISSION UNITED efforts.

Responsibilities

- Acts as staff liaison and point person between United Way of Palm Beach County, the MISSION UNITED Advisory Council and MISSION UNITED sub-committees
- Leads United Way's efforts to achieve community level improvements in the area of veteran services
- Facilitates regular planning sessions and creates an information-sharing network among MISSION UNITED funders, staff, partners and volunteers
- Monitors relevant community indicators to evaluate current veteran issues and programs to measure progress on key outcomes as well as work with community leaders to strengthen the community's abilities to identify, address and fund priority veteran issues
- Assists with securing funding through sources such as government and private grants, major gifts, and in-kind support for MISSION UNITED's fund development plan (in conjunction with United Way staff)
- Develops a procurement process to identify local community agencies to successfully deliver services to veterans and their families in Palm Beach County
- Manages general allocations and contract management, including service/utilization management, program design, monitoring/evaluation, technical assistance and outcomes management
- Stays current on issues and statistics relevant to veterans and their families
- Facilitates and participates in community, regional, state and national planning activities as it relates to MISSION UNITED
- Manages MISSION UNITED effectively, including analysis of subject matter and synthesis of information, meeting management tools, notices, agendas, manuals, drafting of materials to be considered, RFA's, fact sheets, statistics, etc.
- Creates informational documents, gives presentations, and acts as the organization's lead authority, both internally and externally, on the MISSION UNITED efforts
- Provides leadership to subcontracted partners to ensure a comprehensive, coordinated effort in delivering veteran services, and quality assurance
- Formulates, implements, and evaluates programs to assess outcomes and overall effectiveness, collecting qualitative/quantitative data on all funded programs, determining program implementation efficiency
- Maintains all records and documentation for all MISSION UNITED activities necessary for accountability
- Assist with the organization's disaster response efforts
- Performs other duties and assumes other responsibilities as assigned by supervisor

Core Competencies

- Creativity and Innovation
- Impact and Influence
- Leading and Managing Change
- Problem Solving
- Relationship and Collaboration Building
- Strategic Thinking
- Systems and Administration
- Team Leadership

Education/Experience

- Bachelor's degree in Human Services, Business, Public Administration or related field preferred
- Military experience highly preferred
- Minimum of five years related experience in contract management, human service delivery and/or administration
- Experience working with budgets preferred
- Administrative and supervisory experience working with staff and volunteers
- Excellent presentation and communication skills, public speaking experience a plus
- Experience with the VA and VA benefits, and/or other human services for veterans
- Ability to build consensus and facilitate collaboration and productive relationships with diverse individuals, groups, organizations, and communities
- Knowledge of Microsoft Office products including Word, Excel, and PowerPoint
- Demonstrated outstanding interpersonal, meeting/facilitation, and organizational skills
- Ability to successfully move diverse groups of people towards a common vision
- Ability to analyze work plans and develop innovative strategies to maximize results

Physical Requirements

With or without reasonable accommodation, employees in this position must be able to sit and type at a computer terminal for up to 8 hours per day with appropriate breaks and perform tasks that require fine dexterity and repetitive motions using the arms, hands, wrists and fingers. Further details of established essential functions for this position will be addressed/discussed during the interview process.

The United Way of Palm Beach County is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

[APPLY HERE](#)