



UNITED WAY
Greater Kingsport

Job Title: Executive Director

Position Type: Exempt, Full-time

Location: Kingsport, TN

Position Summary

United Way of Greater Kingsport (UWGK) seeks a dynamic, community-minded Executive Director to lead the organization's mission-driven work to improve lives and strengthen our community. This is an exciting opportunity for a strategic leader with fundraising experience, demonstrated ability to build and sustain relationships across sectors, and a proven capacity to align staff, volunteers, and community partners around measurable community impact.

About Us

United Way of Greater Kingsport mobilizes our community to action so all can thrive. We mobilize resources --people, ideas, and funding-- to tackle the community's most pressing challenges. The Executive Director serves as the public face of UWGK, strengthens partnerships across sectors, leads staff and volunteers, and ensures the organization's programs and investments align with strategic goals to improve lives in Greater Kingsport.

Key Responsibilities

Strategic Leadership & Governance

- Provide visionary leadership that aligns UWGK's operations, committees, and resources with the organization's mission, vision, and strategic goals.
- Implement Board approved policies, strategies, and initiatives; serve as an ex officio member of Board committees and task forces.

Fundraising & Resource Development

- Lead resource development efforts, including oversight of the annual campaign, planned giving/endowment strategies, corporate and foundation engagement, and donor stewardship.
- Evaluate and pursue alternative and diversified funding sources--including grants, partnerships, and earned revenue opportunities--to strengthen financial sustainability.

Community Engagement

- Serve as UWGK's primary community representative and spokesperson--raising the organization's profile and mobilizing volunteers.
- Build and maintain strategic relationships with donors, community leaders, nonprofit partners, United Way Worldwide, regional United Way networks, and faith and business leaders across Greater Kingsport.

Financial & Operational Management

- Manage organizational operations including annual budgeting, property oversight, regulatory compliance, and internal policies and procedures.

Staff & Volunteer Leadership

- Recruit, hire, lead, mentor, and evaluate staff; foster a high performing, collaborative team culture.
- Promotes volunteer engagement across governance, fundraising, and community initiatives.

Community Impact

- Oversee program planning, community needs assessment, investment/distribution of resources, and measurement of outcomes to ensure impact and continuous improvement.
- Collaborate with agencies and stakeholders to implement initiatives that improve youth opportunity, financial security, healthy community and community resiliency in the Greater Kingsport area.

Qualifications & Core Competencies

- Visionary Leadership: Demonstrated leadership experience with the ability to foster a shared vision, set priorities, make difficult decisions, and inspire staff, volunteers, and community partners.
- Strategic Thinking: Ability to assess community needs, develop innovative approaches, and translate strategy into measurable results.
- Fundraising Expertise: Proven success in fundraising and resource development including major gifts, corporate and foundation cultivation, and campaign leadership.
- Relationship Building: Excellent interpersonal skills; committed to diversity, equity, and respectful collaboration. Proven ability to cultivate a wide, effective network of contacts among community, business, nonprofit, community leaders and volunteers.
- Volunteer Engagement: Experience working with volunteer boards and committees; comfortable supporting and advising elected volunteer leadership.
- Communication: Excellent written and verbal communication skills.
- Financial Acumen: Strong organizational skills with experience managing budgets, property/resources, and ensuring regulatory compliance.

Education and Experience

- Non-profit or organizational leadership experience required
- Bachelor's degree preferred. Advance degree is a plus

What We Offer

Opportunity to lead and shape the future of a mission-driven community organization.

Collaborative board and engaged volunteer base.

Competitive salary and benefits (details provided to shortlisted candidates).

A chance to make measurable community impact across Greater Kingsport.

How to Apply

Please submit:

- A cover letter and resume/CV
- Send application materials to: resumes.unitedwaykingsport@gmail.com.

United Way of Greater Kingsport is an equal opportunity employer and welcomes candidates from diverse backgrounds.

United Way of Greater Kingsport

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UNITED IS THE WAY™