

**Open Position: Executive Director**  
**United Vision for Idaho/United Action for Idaho**  
P.O. Box 2181  
Boise, Idaho 83701  
[www.uvidaho.org](http://www.uvidaho.org)  
208-331-7028

**Closing Date: Sept. 10**

**Qualifications:**

Bachelor's degree required. Master's or post graduate degree preferred. Minimum of 5 years experience in nonprofit management experience. Demonstrated success in fundraising, program delivery, volunteer recruitment, community development, problem solving and decision-making. Excellent communicator-interpersonal, oral and written skills. Successful marketing experience. Experience in working with boards, strategic planning and human resource management. Experience in working with the media. Ability to lobby. Can demonstrate strong desire to create and maintain positive progressive change in Idaho. Firm commitment to the mission of United Vision for Idaho.

**Responsibilities:**

The Executive Director will serve as the chief executive officer of United Vision for Idaho and United Action for Idaho, with primary responsibility for leading the vision of the organization to create change in Idaho. The individual must have a working knowledge of and personal commitment to creating positive change in Idaho and working with member organizations to achieve the same. The individual must be an outstanding communicator who is able to convey effectively the mission and activities of UVI and UAI to a variety of constituencies. The individual must also be able to work with the media effectively to make public events, activities and issues of the organization. Responsibilities include the following:

*Leadership and Vision:*

- Leading the organization's fundraising campaign
- Serving as the spokesperson for the organization
- Directing activities of UVI and the participation in actions of United Action for Idaho
- Initiating and strengthening relationships and collaborations with organizations and leaders who are connected to the mission and purpose of UVI and UAI.
- Direct and coordinate legal and legislative communications

*General Management, Finance, and Administration of Programs*

- Ensures that UVI/UAI is fiscally sound
- Manages daily operations and activities
- Oversee the organization's financial operations; oversee the budgetary process and ensure that sound financial controls are in place.
- Motivate and maintain a cohesive staff, ensuring that there is strong internal communication and coordination; recruit new staff when appropriate, and evaluate performance.
- Use technology to facilitate organizational management, fundraising, public education and lobbying.

*Board Relations:*

- Implement policies, programs, goals, and objectives as established by the Board.
- As needed, work with the Board to identify and help recruit new Board members who will add diversity to the Board and whose talents, interests and commitment will help to further the mission and expand funding opportunities for UVI/UAI.
- Regularly brief the Board on the status of the organization; enhance Board participation in strategic planning, creating visibility and fundraising.

**Immediate Priorities:**

During the first year, the Executive Director is expected to:

- Thoroughly understand the UVI/UAI history, mission, programs, operations, finances, constituencies, and potential.
- Implement a fundraising strategy.

- Work closely with the Board and the Executive Committee to carry out policies.
- Get to know current funders and build on those relationships; work with the Board and the staff to develop and implement a plan to identify and attract new funding sources.
- Become an effective and visible spokesperson for the UVI/UAI, representing the organization in the media, and increasing public awareness and broadening the organization's reputation.

**For more information**, e-mail Pam Baldwin at: [pam@tiaidaho.org](mailto:pam@tiaidaho.org) or call UVI at 208-331-7028. To submit your resume, e-mail [gmunoz@uvidaho.org](mailto:gmunoz@uvidaho.org) and in the subject line: "Executive Director" or send it to United Vision for Idaho, c/o Pam Baldwin, P.O. Box 2181, Boise, ID 83701.

**About United Vision for Idaho:**

United Vision for Idaho is a nonprofit, progressive organization which has formed a coalition of progressive organizations moving forward, united for change. For 12 years, United Vision for Idaho has helped people who are active in diverse grassroots organizations build relationships, learn new skills and organize important changes in public policy such as fair tax policies and open government processes. We are all the richer for it and have made Idaho a better place. Recently, UVI created an affiliate organization called [United Action for Idaho](#) to engage more people into a growing movement for positive change. UVI is an equal opportunity employer. Women, people of color, people with disabilities, and LGBTQ individuals are encouraged to apply.

Salary and benefits comparable with executive director positions in the region and depending on experience.