



## **United Way of Mesa County**

### **Employment Opportunity - Executive Director**

**Posting Date:** January 7, 2026

**Application Deadline:** January 23, 2026

**Location:** Grand Junction, Colorado

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### **About United Way of Mesa County**

United Way of Mesa County (UWMC) is dedicated to uniting our community to improve lives through fundraising, impact programming, and volunteerism. We seek a visionary, collaborative, and results-driven Executive Director to lead our organization in advancing our mission and strengthening our community.

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### **Position Summary**

The Executive Director is responsible for providing strategic leadership, operational oversight, and community engagement to achieve organizational goals. This role requires a dynamic leader who can inspire a small, creative team, foster partnerships, and drive measurable impact in a fast-paced, evolving environment.

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## **Responsibilities**

### **Leadership & Administration**

- Provide effective administrative leadership, including office management, personnel supervision, and team building.
- Demonstrate excellent written and verbal communication skills.
- Uphold high ethical standards and personal integrity in all actions and decisions.
- Foster a collaborative, inclusive, and positive organizational culture.

### **Community Engagement & Impact**

- Serve as the primary ambassador for UWMC, engaging with the Board of Directors, committees, funded agencies, other community leaders, staff, and volunteers.

- Develop and implement plans for community impact programming, including grant creation, direct service initiatives, and collaborative partnerships.
- Assess community needs and identify UWMC's role in addressing them.
- Plan and execute year-round public awareness campaigns about community needs and UWMC-funded programs.

### **Strategic Planning & Board Development**

- Lead the strategic planning process in partnership with the Board of Directors, establishing measurable goals and evaluating outcomes.
- Facilitate board recruitment, orientation, engagement, and recognition to ensure strong volunteer leadership.

### **Business & Financial Management**

- Ensure all business and financial affairs are conducted in accordance with regulatory and ethical standards.
- Develop and monitor the annual operating budget in collaboration with the Board.
- Oversee internal accounting procedures, payroll, and benefits administration.
- Prepare and present monthly financial reports to the Board, highlighting significant variances and trends.

### **Staff Management & Development**

- Provide clear job descriptions, expectations, and regular performance evaluations for all staff.
- Support staff in setting and achieving annual goals and objectives.
- Offer opportunities for professional development, training, and team building.
- Maximize staff effectiveness through a team-oriented approach aligned with organizational goals.

**Additional responsibilities may be assigned as required.**

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## **Qualifications**

- Bachelor's degree in human services, management, or a related field from an accredited institution.

- Minimum of five (5) years' experience in human services or non-profit management and fundraising; United Way experience preferred.
  - Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher) and QuickBooks.
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### Skills That Set You Apart

- Residency in Mesa County and strong ties to the local community.
  - Demonstrated commitment to community involvement and volunteerism.
  - Team-oriented mindset with a collaborative leadership style.
  - Visionary thinking and long-range planning abilities.
  - Experience building inclusive partnerships with diverse stakeholders.
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### Working Conditions & Additional Information

- Full-time, exempt position.
  - Work modality is onsite with occasional travel.
  - Occasional evening and weekend work required.
  - Reliable attendance is an essential function of this position.
  - Employment is at-will; either the employee or UWMC may terminate the relationship at any time, with or without cause or notice.
  - Employees are responsible for reading and abiding by the Employee Handbook, which may be updated by UWMC at any time.
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### Compensation & Benefits

- Starting salary: \$72,000–\$76,000, commensurate with skills and experience.
- Health insurance stipend.
- Paid vacation and personal days.
- SIMPLE IRA with 3% employer match (after six months).

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## Application Instructions

To apply, please send a cover letter, resume, and references to:

Faith Rodriguez

[faith@uwmesacounty.org](mailto:faith@uwmesacounty.org)

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United Way of Mesa County is an Equal Opportunity Employer.