



United Way of Mesa County

Employment Opportunity - Executive Director

Posting Date: January 7, 2026

Application Deadline: January 23, 2026

Location: Grand Junction, Colorado

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.

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.

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.

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.

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.

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.

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).

Application Instructions

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

Faith Rodriguez

faith@uwmesacounty.org

United Way of Mesa County is an Equal Opportunity Employer.