About Us:

United Way of Central and Northeastern Connecticut is one of more than 1,100 autonomous United Ways in our nation and nearly 1,800 community-based United Ways in forty-five countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families.

Our Mission
To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision
A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values
In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

Join Our Team! Career Opportunity

Reporting directly to the President and CEO, the **Manager, Office of the President** serves as a trusted partner to the President and CEO and provides strategic, operational, and administrative support to the senior leadership team at the President and CEO's discretion. The position helps ensure executive leadership remains focused on the organization's highest priorities while advancing strategic initiatives, supporting governance activities, and coordinating organization-wide projects.

The Manager, Office of the President plays a pivotal role in helping executive leadership stay prepared for meetings, community engagements, board activities, and key decision points while ensuring commitments, priorities, and projects are well-coordinated and executed. Serving as a central point of coordination among internal and external stakeholders, this individual exercises sound judgment, discretion, diplomacy, and exceptional attention to detail.
The ideal candidate is a proactive, highly organized professional who can anticipate needs, manage complex priorities, lead special projects, and effectively communicate with board members, donors, community leaders, volunteers, and staff. This individual combines exceptional executive support capabilities with strong project management, communication, and relationship-building skills.

What you will do:

Strategic Initiatives and Special Projects

- Serve as project manager for strategic initiatives led by the Office of the President, coordinating activities across departments and ensuring timely execution of key priorities.
- Conduct research, gather information, analyze issues, and prepare executive briefings, recommendations, presentations, and decision-support materials.
- Monitor progress on strategic objectives and provide regular updates regarding milestones, deliverables, risks, and opportunities.
- Support organizational planning efforts, leadership retreats, and special initiatives on behalf of executive leadership.
- Coordinate follow-up on executive decisions and commitments to ensure alignment and accountability across the organization.

Executive Leadership Support

- Manage complex executive calendars, priorities, meetings, travel, and community engagements.
- Prepare meeting materials, agendas, briefing documents, talking points, presentations, speeches, and correspondence.
- Anticipate the needs of executive leadership and proactively address issues before they arise.
- Coordinate communication and activities among executive leadership team members and key organizational stakeholders.

Executive Communications and Stakeholder Engagement

- Draft, edit, and manage executive communications, including speeches, remarks, donor correspondence, board communications, presentations, articles, and internal messaging.
- Support preparation for community events, media opportunities, donor meetings, and public presentations.
- Build and maintain positive relationships with board members, donors, volunteers, community partners, elected officials, and other stakeholders.
- Coordinate executive outreach initiatives and follow-up activities to strengthen relationships and advance organizational objectives.

Governance and Board Relations

- Serve as a primary liaison to the Board of Directors, Foundation Board, and executive committees.
- Manage board and committee meeting logistics, annual governance calendars, agendas, board books, minutes, and related materials.
- Ensure compliance with governance requirements, board policies, bylaws, and annual disclosure processes.
- Support board recruitment, orientation, education, and engagement activities.
- Assist in other administrative tasks as assigned for the overall benefit of the organization.

About you:

- Bachelor's degree preferred plus three years of comparable experience in executive administration and board administration and/or equivalent combination
- Familiarity with non-profit sector
- Strong interpersonal skills and high degree of professionalism in dealing with and building relationships with diverse groups of people both internally and externally.
- Strong organizational skills with the ability to take initiative, problem solve, multi-task, be a team-player, be flexible, adapt to shifting priorities, and prioritize work.
- Excellent communication skills, both verbal and written
- Demonstrated writing and analytical skills.
- Commitment to perform duties at the highest level on a consistent basis.
- Excellent organizational skills, commitment to accuracy and attention to detail
- Ability to access a wide range of sources and networks for information.
- Good judgment and ability to function independently.
- Proficiency in all Microsoft Office applications, Adobe Acrobat, and survey tools
- Ability to manage sensitive and confidential situations with diplomacy.
- Highly experienced in electronic communications
- Forward-looking thinker, who actively seeks opportunities and proposes solutions.

Salary range minimum $ 67,000 midpoint $83,800 maximum $ 100,600

Medical, Dental, vision and 403B retirement savings offered.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) qualifications and experiences 2) salary requirements and 3) how they learned about the position to:

United Way of Central and Northeastern CT
Human Resources
One State Street Suite 1710
Hartford, CT 06103
No phone calls please.

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D /V

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will meet 100% of the qualifications. We look forward to your application.