



United Way of Stamford

62 Palmer's Hill Road, Stamford, CT 06902

203.348.7711 Fax: 203.967.9507

www.unitedwaystamford.org

March 28, 2006

Dear Friend of the United Way of Stamford:

As Chair of the Board of Directors of United Way of Stamford, I am writing to advise you of the planned retirement of our President & CEO, Ellie Isidro. Ellie has led our United Way for five years and is now ready to move on to retirement and volunteer work.

The Board of Directors is beginning the process of selecting a new President & CEO. A search committee, comprised of members of the Board of Directors, has been formed. The Board of Directors is committed to hiring an individual who will keep the agency in the forefront of human services in the community. We expect to have a new President & CEO in place by July 1.

We appreciate your support which means so much to the United Way and its partner agencies. We assure you of our commitment to a smooth transition of leadership.

We will begin advertising for the position in the next few weeks. A job description is enclosed. We welcome referrals of qualified candidates. Please advise the candidates to respond with a cover letter, salary history and resume to:

Search Committee
Attention: Reyno Giallongo, Board Chair
United Way of Stamford
C/O First County Bank
100 Prospect St.
Stamford, CT 06901
rgiallongo@firstcountybank.com

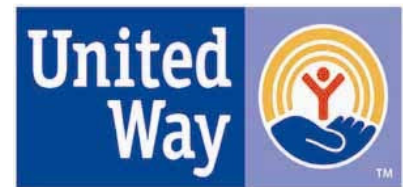
Sincerely,

A handwritten signature in black ink that reads "Reyno G. Giallongo" followed by a stylized flourish.

Reyno Giallongo
Board Chair
United Way of Stamford

Mission Statement: "To improve lives by mobilizing the caring power of Stamford."

**UNITED WAY OF STAMFORD
PRESIDENT & CEO**



Job Description

The United Way of Stamford seeks an executive to lead an organization with annual revenue over 2 million dollars with 1.8 million dollars distributed through the Community Impact Fund. The agency identifies community needs and marshals the resources to address both ongoing and priority needs. Its mission is to “improve lives by mobilizing the caring power of the community”. The United Way of Stamford is committed to community impact work through its co-leadership of the Human Services Planning Council of the City of Stamford and the United Way. The candidate will be a strong, innovative leader who will increase visibility and market share of United Way of Stamford. The President & CEO will increase and diversify revenue through strategic growth of workplace campaigns, individual giving and grants. The President & CEO will serve as an effective spokesperson for the United Way of Stamford and its partner agencies and will manage donor relationships.

The position reports directly to the Board of Directors and is responsible for overseeing a staff of paid professionals and volunteers, the fund raising effort, the identification of relevant community needs and the fund distribution process. The position requires interaction with corporate, community, government and social service leaders in executing the agency’s mission. The United Way of Stamford and other United Ways in Fairfield County, along with the United Way of America have recently embarked on an initiative to explore how they can work together collaboratively to more effectively and efficiently meet community needs. In addition to the traditional President & CEO role, the next leader of the United Way of Stamford will be the organization’s key liaison to this effort which will require the unique skills of a change leader, including imagination, openness to collaboration, and excellent communication and coalition building skills.

The United Way of Stamford is a member of United Way of America and a partner in the regional Tri State (CT, N.Y., N.J.) area corporate fund distribution formula.

Responsibilities

Serve as principal professional resource to the Board of Directors and committees of the organization.

Provide strategic guidance and oversight necessary to advance the agency’s mission and goals.

Provide visible leadership in the identification of community needs and distribution of resources.

Oversee and direct day to day operations.

Develop and manage annual operating budget and campaign revenue.

Ensure and maintain fiscal integrity of the organization.

Ensure compliance with applicable laws, agency bylaws and United Way of America standards and membership requirements.

With Board and campaign staff, establish annual and ongoing organizational goals and strategies.

Establish and maintain regular communication and good relationships with donor groups, community decision makers and partner agencies.

Initiate and maintain involvement in relevant community associations and activities

Recruit, develop and manage highly competent staff.

Recruit and motivate volunteers.

Skills

Excellent organizational and analytical skills with ability to prioritize and follow through on multiple initiatives in a fast paced environment.

Demonstrated ease in working with Boards, committees, volunteers and community.

Experience in developing successful public relations, marketing and fundraising campaigns among workplace, corporate and individual donors.

Flexibility and demonstrated adaptability to change.

Ability to seek successful options for growth.

Excellent written and oral communication skills including public speaking.

Willingness to work collaboratively with regional and national United Way partners.

Ability to perform all aspects of donor cultivation and donor data base management.

Educational Requirements

Bachelor's Degree, Master's a plus.

Experience

Minimum of five, preferably ten years of relevant executive or senior management experience

Experience with marketing, fund raising, fund development and financial management

Demonstrated leadership qualities and proven ability to work with diverse constituencies

Preferred

Experience with successful change management in a fast paced environment.

Knowledge of and involvement with Stamford community.

Success with fund development and donors of high net worth.

Event planning.

Facility management.

Salary Range

Competitive salary and benefits.

How to Apply

Please submit resume and salary history to:

Search Committee

Attention: Reyno Giallongo, Board Chair

United Way of Stamford

C/O First County Bank

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Stamford, CT 06901

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