

Job Title: Executive Director (Part-Time)**Organization:** Yadkin Valley United Fund**Location:** Elkin, North Carolina**Hours:** Part-Time (10-20 hours per week)**Salary:** Commensurate with experience

About the Organization

The Yadkin Valley United Fund (YVUF) is dedicated to improving the quality of life in our community by supporting local nonprofit organizations through fundraising, advocacy, and collaboration. Serving the Elkin area and beyond, YVUF brings together people and resources to address pressing needs and create a positive, lasting impact.

Job Summary

The Executive Director (ED) serves as the chief executive officer of the Yadkin Valley United Fund, responsible for providing leadership, strategic direction, and administrative oversight. This role involves working closely with the Board of Directors, local nonprofits, donors, and the community to achieve the organization's mission.

The ideal candidate will be a dynamic leader with excellent communication and organizational skills, a passion for community service, and the ability to inspire others.

Key Responsibilities**Leadership & Governance**

- Collaborate with the Board of Directors to develop and implement the organization's strategic plan.
- Act as the primary liaison between the Board, staff, and community stakeholders.
- Ensure adherence to the organization's mission, vision, and values.

Fundraising & Development

- Oversee and execute annual fundraising campaigns, including donor outreach and engagement.
- Cultivate relationships with individual donors, corporate sponsors, and foundations.
- Identify and pursue grant opportunities to support programmatic and operational needs.
- Support the G&B Energy Golf Tournament.
- Encourage participation in payroll deduction.

Community Engagement

- Represent YVUF at local events, meetings, and public forums.

- Foster strong relationships with community leaders, nonprofit partners, and volunteers.
- Advocate for the needs of supported organizations and promote the impact of YVUF initiatives.

Operations Management

- Oversee day-to-day operations, including budget management, administrative tasks, and compliance with nonprofit regulations.
- Manage communications, including newsletters, social media, and donor correspondence.
- Ensure accurate record-keeping and timely reporting to the Board and stakeholders.

Volunteer & Staff Coordination

- Recruit, train, and manage volunteers to support organizational activities.
 - Collaborate with part-time or contract staff as needed to execute programs and initiatives.
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Qualifications

Required Skills & Experience

- Proven leadership experience, preferably in nonprofit management or a related field.
- Strong fundraising and donor engagement skills.
- Excellent written and verbal communication abilities.
- Proficiency in office software (e.g., Microsoft Office, Google Suite) and familiarity with donor management systems.
- Ability to work independently and collaboratively in a flexible, part-time schedule.

Preferred Qualifications

- Knowledge of the Yadkin Valley community — Elkin, Jonesville, Ronda, Mountain Park, Dobson, State Road, etc.
 - Experience working with a Board of Directors.
 - Familiarity with nonprofit financial management, including budgeting and reporting.
 - Reside within the Yadkin Valley community in which we support.
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How to Apply

Interested candidates should submit the following:

1. A cover letter detailing your interest in and qualifications for the position.
2. A current resume.
3. Contact information for three professional references.

Applications should be sent to mike@surrymaintenance.com by 30 days from posting date.

Equal Opportunity Employer

The Yadkin Valley United Fund is an equal opportunity employer and encourages applications from all qualified individuals, regardless of race, gender, disability, or other status.