

Job Description

Position Title	<i>Community Impact Specialist</i>	
Department	<i>Community Impact</i>	Reports To – Vice President, Community Impact
FLSA Status – Non-Exempt	Classification – Full Time	UWW Code -

Position Summary: To provide administrative and communication support to the Vice President of Community Impact in all areas related to implementing the distribution of United Way funds and the evaluation of partner programs using the CommunityForce grant management database. To provide a leadership role in the management of partner organization contracts and communication between the United Way and partner organizations. Support the United Way’s mission as the marketing liaison. United Way professionals should exhibit core competencies: mission-focused, relationship-oriented, collaborator, results-driven, and brand-steward.

Duties and Responsibilities:

Strategic Community Collaborator

- Assist with the overall fund distribution process including receiving grants, evaluation, and administrative needs as it pertains to Community Impact.
- Collaborate with local organizations and initiatives to further the goals of Education, Financial Stability, and Health.

Effective and Engaging Communicator

- Communicate with partner organizations to ensure adherence to United Way reporting and grant requirements.
- Act as liaison between United Way office and Marketing vendor.
- Effectively present Community Impact sessions at local businesses and to community groups.
- Work effectively with other departments to achieve United Way goals and communicate to various stakeholders.

Critical Thinking and Creative Problem Solving

- Gather and analyze grant reports from partner organizations using the CommunityForce grant management system.
- Participate in community initiatives to further the goals of Education, Financial Stability, and Health.

Planning and Implementation

- Engage partners across sectors to achieve desired results.
- Implement new projects and initiatives as decided within the Community Impact department.
- Prepare and develop Community Impact and Advocacy communication.

Embracing & Managing Change

- Initiating new ideas and improving efficiencies in the Community Impact department.
- Embrace a team mentality and work together with others to achieve goals.

Qualifications

- Bachelor's degree in a related field OR 3 years of relevant work experience.
- Team player with the ability to work with UWFVC senior management to achieve organizational goals.
- Strong verbal and written communication skills, including public speaking and presentation skills.
- Exceptional interpersonal skills and needed with the ability to communicate the key stakeholders, peers, and staff.
- High degree of professional integrity to deal ethically with confidential information.
- Ability to work under minimal supervision.
- Excellent computer skills (minimum of Microsoft software programs).
- Possess a valid driver's license and have use of insured motor vehicle.

Working Conditions & Physical Requirements

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions. Employees may be required to assist with or attend various offsite events related to programs or fund raising that are scheduled evenings and/or weekends. These events may require several hours on your feet and assisting with heavy lifting and carrying.

Direct Reports - None

Date last reviewed/revised: 4/17/2017