

## **JOB DESCRIPTION:**

**DATE:** May 2020  
**POSITION TITLE:** Director of Community Impact  
**REPORTS TO:** President

### **PURPOSE OF POSITION:**

- Serves as the lead staff support for achieving goals related to the UWMC Community Impact by providing leadership and engagement opportunities. This includes representing United Way in the community through direct involvement with community groups and social service agencies, community building initiatives and community events. It also includes public speaking about United Way services.

### **DUTIES AND RESPONSIBILITIES:**

- Manage the continuous planning and implementation of the Focus Areas/Visions/Target Issues/Objectives/Strategies as developed by the Board of Directors and the Vision Councils. Identify and engage businesses, volunteers and community resources.
- Research and collect community-level indicator data from a variety of sources to assist with Community Impact Performance measurements to track baseline trends related to community indicators and UWMC initiatives.
- Direct all aspects of the community investment process, contract management and reporting procedures for funded partners.
- Provide leadership and management of the organizations direct service efforts.
- Oversee all outside grant contract reporting obligations to ensure timely and accurate submission of required reports.
- Manage staff within Community Impact department including grant funded positions.
- Staff Lead for coordinating 2-1-1 resources including the supervision of the 2-1-1 Marion County Liaison.
- Responsible for developing and monitoring community impact budgets.
- Responsible for managing the Emergency Assistance Fund.
- Responsible for United Way representation in networks supporting Community Impact goals (i.e.: Children's Alliance, Success by 6, etc.).
- Oversee Management of EFSP/FEMA for Marion County.
- All other duties as assigned.

## **JOB REQUIREMENTS:**

### Education:

- Bachelor's Degree preferred in social work, or business or related field.

### Experience:

- At least three years of management and supervisory experience, including project management experience. Previous work performed as staff or volunteer for human service organizations is preferred.

### Knowledge & Skills:

- Leadership experience, knowledge of a community's social service systems, how to use consensus in decision-making, effective writing skills, public speaking and presentation skills, computer (Word, Excel, PowerPoint), volunteer management, staff management and supervisory experience, budgeting experience, team-building. Working knowledge of the history of social services development and trends, and of the components of operation of non-profit agencies.