

Director of Community Impact and Investment

Exempt

United Way of Washington County, MD (UWWC) operates on a strategic basis, recognizing the seeds we plant will flourish into the relationships of our future. We are looking for someone to lead our community impact and guide our community investment activities. Due to our "small and mighty" belief in ourselves, every member of UWWC's team brings more to the table than a job description can ever identify.

Purpose of Position: To advance the United Way of Washington County's (UWWC) goals through agency relationships, collective action efforts, strategic investments in community-based human service collaborations, and programs.

Duties and Responsibilities: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

- The Director of Community Impact and Investment leads the strategic investment of UWWC's financial and non-financial resources to create the greatest possible impact on UWWC's goals. This position will provide ongoing support to ensure that all funded programs are aligned with and make measurable progress toward achieving UWWC's community impact goals.
- This position will support the organization, partner agencies and the community with collective action-related research and evaluation, data analysis, technical support and capacity building techniques to ensure the investment achieves the desired impact.
- Essential to this work is developing and implementing a plan of action for impact based on an understanding of community needs, an awareness of community resources, a knowledge of best practices or strategies and an ability to leverage and align UWWC's strengths to support strategies, engage in partnerships and measure results.
- Grants. Identify appropriate grant opportunities and successfully secure grant funding to support collective action efforts as well as operations.
- Review UWWC's investment efforts as they apply to community-wide issues and develop recommendations that would best help support UWWC's mission.
- Research best practices and solutions as related to education, financial stability, health, and basic needs:
 - Identify manageable goals to include specific outcomes and outputs
 - Identify best practices related to programming
 - Identify partners working on common goals related to education, financial stability, health, and basic needs
- Manage the organization's outcomes-based community impact model, grant management, and funding process.
- Monitor, evaluate, and report on all UWWC investments to include quarterly reporting of outcomes and outputs and program leadership, spending, and activities.

- Provide training, tools, and assistance to agencies to maximize community resources.
- Identify and create opportunities for agency-wide improvement by working with charitable health and human service leaders to increase learning and use of best practices.
- Manage all aspects of the Emergency Food and Shelter Program (EFSP) as directed by FEMA. Represent UWWC with human service collaborations, committees and activities, as appropriate.

Education: Bachelor's degree in human services, business, communications or other related field preferred.

Experience:

- Minimum of three years' work experience with progressively increasing responsibilities in nonprofit, human services or related field preferred.
- Well-developed technical and analytical skills related to human services planning and evaluation. Practical understanding of research and statistics and the ability to articulate results; ability to present data in written, electronic, and oral forms.
- Commitment to sharing knowledge and information, building the research and evaluation capacity of the community, and management of the evaluation process using a collaborative approach.
- Ability to work independently and as part of a team, manage multiple tasks, and establish priorities in a timely manner.
- Experience with the application of outcome measurement/program evaluation in planning and assessment, collaboration principles, strategic and operational planning, and project management.
- Familiarity with the application of collective impact principles and strategies that leads to community-level change.
- Experience working with and supporting volunteers.
- Experience with successful identification and securing of grant funding resources. Knowledge of and experience with UWWC is desired.
- Position requires strong verbal and written communication and customer service skills. Proficient with Microsoft Office; has strong technical and analytical skills, and the ability to plan and manage multiple tasks a plus.
- Energy and enthusiasm are a must.
- Must have valid driver's license and provide own transportation. Individuals are required to operate their vehicle observing legal and defensive driving practices.
- All employees must have flexibility with the work schedule. Occasional evening and weekend hours are required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Moves about inside the office to attend meetings, access file cabinets, office machinery, etc. Occasionally ascends and descends stairs and moves about outdoors to meet with individuals outside the office
- Frequently operates a computer and other office machinery to compile and retrieve information, etc. to draft and write, to handle paperwork
- Occasionally positions self to reach files, binders, etc. above the head and/or near the floor Occasionally must lift and/or move up to 25 pounds
- Constantly uses vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Frequently exchanges information in-person and/or in writing via telephone and electronically.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to work in a typical office setting and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually at average levels.

Supervision:

- Position works under the direction of the President & CEO. Objectives and accomplishments are subject to review by the CEO.
- UWWC employees are required to help promote a cooperative spirit within the organization and among its entire constituency.

The information in this job description is designed to indicate the general nature and level of work performed by the employee and does not list all duties of the specific job. You will be assigned other duties. This is not a contract for employment. United Way of Washington County, MD is an at-will employer. This job description may be revised by your employer at any time.

To Apply:

- Email: UWWCLiveUnited@UnitedWayWashCounty.org
- Deadline: Monday, May 25th, 2020, 5 PM