

POSITION DESCRIPTION

Job Title: Director of Community Impact

Reports To: Vice President of Community Impact

Job Level/Status: Exempt

Division: Community Impact

Job Summary:

The Director of Community Impact organizes and develops programs to achieve community impact initiatives and policies as laid out by the UWGT Board of Directors and community volunteer committees under the supervision of the Vice President of Community Impact.

Job Responsibilities and Duties

- Oversees and manages all related grants including budget, outcomes, and reporting;
- Works together with the Senior Director of Applications to collect data, generate reports and information about all UW impact initiatives, outcomes and activities;
- Participates in all Community Impact team meetings and activities;
- Organizes and facilitates all impact council meetings and activities;
- Reviews, develops, and/or recommends policy and procedure changes in existing invested programs and/or initiatives in light of changing conditions and in concert with community volunteers and staff input;
- Leads investment process and supports facilitation of investment panels and annual program reviews;
- Works together with Senior Director to identify community development needs and activities around all impact areas; helps strategize UWGT's response to and involvement in community building and initiative opportunities for our education and financial stability impact work;
- Facilitates communication and relationship-building with UWGT's partners, volunteers, and key stakeholders;
- Utilizes, maintains, and updates UW databases as assigned;
- Participates in development and implementation of the organizational and departmental strategic plans;
- Works with other UWGT staff to plan and implement continuous quality improvement in impact and departmental processes;
- Performs other duties as assigned.

Job Requirements:

Education: Bachelor's Degree in a related field, Master's Degree preferred

Skills:

- Successful grant-writing history
- Strong grant management skills
- Effective leadership skills
- Technical and analytical skills
- Strong communication skills, both oral and written
- Advanced computer abilities
- Excellent time management
- Strong organizational skills

Experience:

- 3-5 years of experience in grant and program management
- Experience managing volunteers
- Experience working with and supporting collaborative partners
- Public speaking and meeting facilitation
- Proficient knowledge of Microsoft products and working with databases

Additional Requirements:

- Ability to be flexible with scheduling in order to meet the needs of clients and partners
- Ability to provide valid driver's license and proof of insurance

Physical Demand:

- 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 essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand, walk, and occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25-50 pounds.

For more information, please contact:

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