

United Way of Hall County

Job Description – Vice President, Community Impact

Title: Vice President, Community Impact

Reports to: President/Chief Professional Officer and UWHC Board of Directors

Position Description:

This position supports the President in managing the Community Investment process to ensure that donor dollars and other UWHC resources are invested in agencies, programs and initiatives that support its mission: Uniting people, organizations and resources to improve lives in Hall County. A key component of this position is to develop, oversee, and implement the shared measurement system of UWHC's collective impact framework. This includes identifying new or emerging community issues and opportunities where UWHC could impact the outcomes of one or more of its current focus areas: Education, Financial Stability and Health. This position will manage activities and volunteers related to community investment and volunteer development. In addition, the position is responsible for managing our internal Read, Learn, Succeed early literacy initiative. This includes maintaining existing program partnerships, identifying new strategies and managing volunteer leadership.

Position Responsibilities – 50% time dedicated to collective impact process, including managing the shared measurement system, 25% time dedicated to community investment support and 25% time dedicated to Read Learn Succeed:

Collective Impact:

- Assist with assessment of community needs and assets with other area funders and community partners.
- Evaluate and measure collective impact achievements by defining desired outcome measures and indicators, incorporating community needs and assets information, and developing a system for tracking and measuring progress over time.
- Support the president in developing relationships with key stakeholders, including agency leaders, business, government and foundations, to develop alternative funding resources through community partnership leveraged funding, grants, and in-kind contributions etc. that support UWHC's collective impact strategies.

Community Investment (CI):

- Provide management and operational support to CI Committee to develop and implement effective resource investment strategies and practices including the application process, analysis of pertinent documentation, and oversight to reconcile funding requests, CI recommendations and available funds.
- Manage CI volunteer recruitment, orientation and ongoing training.
- Maintain ongoing relationships and provide technical assistance and training to partner agencies to prepare for investment process.
- Coordinate new agency/program admission process and/or funding requests.
- Achieve and maintain a strong understanding of outcome measurement principles and critical industry trends, instruments and developments.
- Develop ongoing comprehensive information management and tracking for community investment process that provides access to data and information for both internal and external communications.
- Staff liaison to Community Investment Committee.

Read Learn Succeed (RLS):

- Lead all United Way efforts focused on early literacy from birth to 5 years old, with the aspiration that all children enter Kindergarten ready to learn. This includes leading the RLS steering committee, as well as serving as an ambassador for this work publicly.
- Lead the implementation of all RLS activities including content development, marketing and social media, with support from internal marketing staff.
- Manage key stakeholder relationships related to early literacy in coordination with the president.
- Manage the RLS budget and seek grant opportunities to underwrite and expand RLS efforts.
- Support marketing manager to plan and staff the annual read and run half-marathon.

Internal Organization:

- Support Marketing with data, success stories, and communication strategies involving rationale and results of community investments.
- Perform other activities assigned.

Desired Skills:

- Process Design: Successful process design and implementation experience.
- Communication: Excellent oral and written communication skills.
- Relationship Building: Strong interpersonal skills with ability to build consensus and collaborations.
- Organizational skills: Excellent organizational skills with ability to prioritize and follow through on multiple projects in a timely manner.
- Group dynamics: Group facilitation, problem-solving and consensus-building skills.
- Outcome measurement: Knowledgeable of outcomes-based methodology.
- Resource Development: Ability to identify appropriate and diverse funding opportunities. Proven ability to write grants and proposals.
- Technology: proficiency with Microsoft Office products, analytical analysis and manipulation, and other program-related software as required.

Education:

Prefer Bachelor's degree or equivalent experience in nonprofit management, social work, community development, volunteer management or related discipline.

Experience:

Prefer three to five years experience in administration, program development, project planning, management and evaluation, grant making and allocations, and/or communications in a not for profit or for profit environment or equivalent combination.

Demonstrated ability to understand the social service sector on a broad level.

Availability:

Available to work outside of 8:30 to 5:00 workday, possess a valid Georgia driver's license, daily access to personal vehicle and proof of auto insurance.