

Job Title: Community Impact Coordinator

Reports to: Vice-President/CFO

Purpose: This position is responsible for supporting several United Way of Alamance County Community Programs and the Collective Impact initiatives that contribute to the attainment of United Way of Alamance County's mission, vision and annual goals and objectives. Measures, tracks and reports community outcomes utilizing comprehensive community data and information resources. Works at a community level to build specific partnerships for long-term results; provides the forum for setting priorities through dialogue, and examination of health and human services assets and needs. Also institutes and sustains a culture of collaboration.

Key Functions:

- Coordinate all areas of the Grant/Allocation process to include training for grant volunteers, agency eligibility, application process, technical assistance to agencies, program outcomes and grant compliance using the Bold Goal and Community indicators.
- Establish a method to monitor, evaluate and present program outcomes and the ability to track programmatic and community level data with a focus in outcomes and their measurements as they relate to the current identified needs of Alamance County.
- Measure, track and report community outcomes as they relate to all assigned projects. Access community information assets and needs and direct initiatives to address development and dissemination of information related to health and human services. Drive the ongoing collection and analysis of community indicators. Develop continuing opportunities for community input and feedback on delivery of health and human services.
- Lead Community Impact work along with Community Impact Committee, Board, and Management Team in setting priorities for Community Impact work. Work in partnership to execute the strategic plan and implement new processes and approaches to achieve goals.
- Serve on committees, attend meetings and local functions in support of United Way as needed.
- Coordinate training opportunities for Partner Agencies and other Non-profit Organizations.
- Work with Management Team to communicate community impact results.
- Recommend responses UWAC should take through community-wide initiatives to address human service problems.
- Research and apply for funding of UW programs and projects. Write, submit and manage grants when appropriate.
- Oversee Community Council.

- Oversee Emergency Food and Shelter Program.
- Participate in on-line trainings and webinars as it relates to current roles and responsibilities.
- Supervise Elon Human Service Studies intern/service learning students.
- Provide "Community Impact" content for our social media, blogs and website.
- Provide data for donor cultivation and campaign growth.
- Attend United Way events for fundraising and awareness.

United Way Professional Core Competencies for all United Way Staff

- **Mission Focused:** The United Way's top priority is to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** The United Way understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way is dedicated to shared and measurable goals for the common good: creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand-Steward:** The United Way is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Key Skills:

- Commitment to excellence and to the mission of United Way of Alamance County
- Internally motivated to recognize and act on opportunities to further the mission of UWAC
- Ability to appropriately present information and data in written, electronic, and oral forms to diverse target markets with regard to attention to detail
- Ability to maintain confidential and sensitive information
- Ability to adapt to a changing work environment and to operate effectively with diverse groups and organizations
- Ability to operate with a high level of autonomy and decision-making responsibility
- Must be a self-starter and team player, with a positive outlook and the ability to manage ambiguity and change, proficient in identifying solutions and opportunities
- Excels in providing customer service; demonstrates courteous, discrete and professional demeanor with all customers/stakeholders and fellow staff
- Able to work collaboratively in a team with solution oriented mindset
- Maintains confidentiality of all customers/stakeholders at all times
- Builds relationships; thinks and acts strategically

- Can conduct multiple projects with minimal supervision
- Exhibits decisiveness – takes initiative in identifying problems and solutions
- Demonstrates good judgment under pressure
- Manages quickly changing priorities and resulting work flow
- Able to follow through and deliver tasks and projects on time
- Communicates effectively
- Attention to detail and superior accuracy in work delivered
- Proficiency in spreadsheet and word processing applications

Job Requirements:

- Education: Bachelor's Degree in a related field required.
- Minimum of three to five years' experience preferred.
- Valid driver's license, insurance and vehicle are required.
- Full-time (40 hours/week), occasional nights and weekends.