

LIVE UNITED



United Way
of Laramie County

United Way of Laramie County

Community Impact Coordinator

Organization

At United Way of Laramie County, all team members envision a community where all individuals and families have the opportunity to achieve their full potential. This drives our performance and professional motivation. Each employee grows and manages relationships through meaningful engagement to responsibly mobilize and leverage community resources to create long-term changes that produce healthy, educated and financially stable individuals and families in Laramie County. Together, we create resources and leverage strategies for maximum community investment and impact by:

- Igniting our community, and thereby mobilizing people who live and work in Laramie County to action to give, advocate and volunteer;
- Connecting all sectors of society – individuals, businesses, non-profit organizations and governments – to create long term change;
- Raising, investing and leveraging the funds to create and support innovative programs and approaches to generate sustained impact in Laramie County;
- Continually measuring improvement in Laramie County in the areas of education, financial stability, and health;
- Holding ourselves accountable to our community

United Way of Laramie County staff are:

Mission-Focused: Create real social change, understanding that improved lives is the end game. This drives performance and professional motivations.

Team-Oriented: Act as a cohesive and open-minded team.

Relationship-Oriented: Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

Collaborative: Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

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Results-Driven: 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: Steward of the brand and understand the role in growing and protecting the reputation and results of the greater network.

Position Description:

Supports the Board of Directors and the Executive Director in the planning, implementation, and monitoring of United Way's community impact activities. At the direction of the Executive Director, supports processes to administer grants to local non-profit human service agencies, provides technical support to non-profit partners, performs data analysis and reporting on community impact, and coordinates community impact activities. Develops relationships in the community and raises money to help United Way invest in priority services to support the growing number of people in need across our community.

Organizes and oversees the Wyoming Free Tax Service and the Laramie County Community College VITA site.

Community Investment Responsibilities

- Supports the Board of Directors, Executive Director and Community Investment Review Panels in the planning, implementation, and maintenance of United Way's community investment funding process and collective impact processes
- Works with community partners to conduct periodic community needs assessments by coordinating meetings of community members
- Assists in the development of grants to address the priorities identified in the community needs assessment
- Coordinates the administrative and technical tasks of the entire funding process, including requests for RFPs, applications, compliance reviews, allocations, disbursements, site visits and performance measurement
- Drafts reports, graphs, and visualizations of funding data for a variety of audiences, including funders, management, board members, City of Cheyenne and Laramie County governing bodies, public communications and others as assigned
- Facilitates ongoing communication between United Way and its funded partners

Community Impact Responsibilities

- Supports assigned partnerships with non-profit agencies, school districts, community volunteers, and others to promote the growth and sustainability of United Way's programs and its funded partners
- Supervises, and/or participates, including training and ongoing professional development, of all programmatic staff/volunteers assigned to community initiatives and others as assigned

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

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- Identifies opportunities to provide information to organizations about United Way community impact
 - Works with Executive Director to prioritize those opportunities, and acts upon established priorities to ensure delivery of quality messaging and interaction
- Oversees and administers Emergency Food and Shelter Program local board for Laramie County
- Attends assigned community events to promote United Way's mission in the community

Administrative Responsibilities

- Keeps United Way board members, staff, community investment team chair's and community partners well-informed of upcoming commitments related to community impact. Manages calendars in Outlook, handling changes or cancellations as necessary
- Assists with preparation for meetings, including booking rooms, sending calendar invitations, managing attendance, setting up meeting spaces, and preparing materials (e.g., agendas, PowerPoint presentations, copies, etc.)
- Facilitates meetings and takes detailed notes. Performs meeting follow-up, including cleaning up meeting spaces, recording and distributing meeting minutes, updating attendance records in the e-CImpact database, and following through on tasks or recommendations from meetings
- Oversees Human Services Advisory Council
- Contract administration including preparing, examining, analyzing, negotiating and revising contracts with all partners
- Completes purchase requisitions and expense reports, as needed, to support community impact work
- Recruits, trains, and retains volunteers to ensure process continuity for community impact and investment activities. Works closely with volunteers to ensure they are engaged, informed, and effective

Research and Planning Responsibilities

- Researches community needs and drafts supporting documentation to assist the team in development of the Collective Impact Process and Plan
- Researches best practices from United Way Worldwide and other resources to provide input on refining community and collective impact results
- Maintains knowledge of community political, social and economic factors that may affect community needs
- Participates in webinars and other professional development activities, as assigned

Data Entry, Data Analysis and Technical Support Responsibilities

- Maintains accurate, current information in the e-CImpact database by updating it regularly as new information becomes available. Makes changes to the databases as needed, adhering to organizational and departmental data integrity protocols to ensure minimal error rate

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- Extracts data from the databases using pre-defined and custom reporting operations. Taylors exported data in Excel and PowerPoint to draft ad hoc reports and presentations for management review
- Provides technical support and training to local non-profit agencies to facilitate their use of the e-CImpact grant database

Team Collaboration Responsibilities

- Works with Major Gifts team to understand the community and philanthropic interests of major donors and businesses in the region, to improve the culture of philanthropy among donor networks, and to support all donor network events and programs
- Works with internal teams to understand and support the systematic donor and community communications strategy to promote the community impact of United Way
- Fosters creative thinking and facilitates future partnerships within the non-profit community, public entities, and businesses
- Helps other team members achieve their goals by sharing partner's stories, ideas, time and resources
- Collaborates with staff to order and pick-up supplies and small equipment, as needed
- Participates in weekly staff meetings and other internal meetings, as assigned

Qualified individuals will have:

- Bachelor's degree, or equivalent, in marketing, communications, business, accounting, finance or related field from an educational institution accredited by an organization recognized by the U.S. Department of Education and the Council for Higher Education Accreditation
- A minimum of two years of relevant experience including planning, organizing and completing a complex workload with limited supervision
- Advanced skills in Office software applications including Word, Excel, PowerPoint, and Outlook
- Ability to maintain relationships with influential individuals; to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality
- Ability to accommodate a flexible work schedule
- Must possess a valid driver's license, current auto insurance, and access to a reliable vehicle

Preferred Qualifications:

- Experience in successfully promoting ideas or projects with individuals or businesses
- Experience working with large, complex data sets in Excel; interpreting and organizing data; creating reports and visualizations that communicate data clearly and effectively to broad audiences
- Experience managing program or operating budgets, including prioritization of spending, revenue projection, and monitoring/controlling costs

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Salary Range: \$50,000 - \$60,000

Internal Organizations Relationships:

This position reports to the Executive Director.

As a United Way team member, this employee performs other miscellaneous duties that may be of assistance to staff and volunteers.

This employee demonstrates a commitment to quality personal performance while also demonstrating the ability to function effectively as a member of a team of staff and volunteers. This employee has demonstrated written, telephone and face-to-face interpersonal communication skills for interacting with various stakeholders including volunteers, donors, the general public, United Way staff and Board members. This position requires a personable, discrete individual capable of exercising independent judgment in the execution of his/her assigned responsibilities with a commitment to maintaining confidentiality. Employees are expected to assist, supplement and support each other while maintaining the primary job responsibilities outlined in this job description.

External Relationships:

The Community Impact Coordinator has extensive contact with various public entities. They should strive to make a positive, professional impression in their personal conduct and appearance, both outside and within the office. They must understand and consistently communicate the mission, goals and activities of UWLC.

Material and Equipment Directly Used:

Copy machine, telephone, computer, keyboard, computer/printer, network menu, word processing programs and special software specific to United Way.

Physical Demands:

An open office environment with comfortable surroundings. While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment, and reach with hands and arms. Employees are frequently required to stand, walk and lift up to ten pounds, occasionally up to forty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must have a valid driver's license and reliable transportation.