



United Way of Albany County

Position Description: Contracted Director of the Community Impact Cooperative

Reports to: Executive Director

Works with: Community Impact Cooperative co-director; United Way staff and interns; Laramie Main Street Alliance

Classification: Part-Time (30 hours a week), 12 Month Contracted Position (hybrid: remote and in-person)

Compensation: \$50,000 – 55,000; negotiable, based on experience; paid via 1099.

General

The employee will support the United Way of Albany County's Mission, *"United Way fights for the health, education, and financial stability of every person in every community"*.

The United Way of Albany County has been working for two years to improve community well-being via community development. Our work has been inspired by the social determinants of health and the national collective impact framework. Our community continues to be influenced by "...complex social issues that prove challenging for any single entity to solve on its own. The collective impact framework is based upon the understanding that no single policy, government entity, or organization can tackle or solve these deeply entrenched social problems alone." View more information at: <https://unitedwayalbanycounty.org/collective-impact-coalition-of-albany-county-wyoming/>

Albany County is gifted with a variety of successful nonprofit agencies and institutions addressing specific needs within our community. Resources are limited however, and fiscal sustainability is frequently challenged. We believe by working collectively toward common goals we can improve the well-being of our community more efficiently and effectively.

Purpose of Position

After 24 months research and program development, the Community Impact Cooperative has initiated two projects in service of community development. The first is a Community Health Resource Inventory (CRI), a collaborative tool for local non-profits to present data on what services they provide and to whom. The CRI will be invaluable for assessing gaps in Albany County services and will assist non-profits in fundraising efforts. Our second project is titled Laramie Heart & Soul, a community listening effort sponsored by United Way and supported by Laramie Main Street. Interviews from Laramie Heart & Soul will improve connectivity with Albany County and will be used to develop action plans addressing community needs and will be submitted to city council and the county commissioners. The director and co-director will divide project responsibilities, with the co-director fulfilling a support role.

Community Impact Cooperative Director Duties and Responsibilities

- Work side-by-side with cooperative members, co-director, and United Way staff for preparation of agendas, collaborators, and oversight of monthly meetings.
- Revise and execute a twelve-month strategic plan to complete the CIC's current projects.
- Oversee marketing
- Manage Laramie Heart & Soul (the CIC's community listening effort) or the CRI

- Management of these two tasks is divided between director and co-director
- Continue coalition and steering group building
- Continue to grow community collaborations by 50% (Currently at 5)
 - Identify key stakeholders that are neither participating in the coalition nor as a collaborative partner.
 - Oversee CIC website maintenance and updates
 - Create and publish content for a quarterly newsletter with recruitment piece
 - Continue to update current contact database (Constant Contact) with new coalition members and ensure that United Way staff updates calendar invitations with new member information/invites them to the share drive and that each new member is onboarded with presentation
- Work with United Way Executive Director and Development Committee to secure funding to continue the program for each additional year through the completion of grant proposals, donor solicitations, and/or foundation support. Also, assist United Way staff with grant reporting requirements
- Continually research and stay educated on the techniques and structure of the collective impact mission and framework, community development, and qualitative data analysis.
- Be a visible representative of UWAC and the Community Impact Cooperative partner agencies/programs and the public
- Strategically enhance current relationships with individual supporters and community partners

Minimum Qualifications

- High school degree and at least two years of professional experience OR
- College degree and work experience
- Proficiency with Microsoft Office
- Excellent communication skills, verbal and written

Preferred Requirements

- Ability to perform with minimal supervision
- Project management
- General knowledge of coalition building
- Experience with data management, collection, and assessment
- Ability to manage and understand contracted work position including but not limited to: personal tax responsibility, liability insurance, and LLC permit
- Experience with design for print and electronic media
- Understanding of discourse analysis
- Ability to work with diverse constituency
- Knowledge of community
- Independent, self-starter
- Valid driver's license and use of own vehicle (with valid insurance coverage) for agency business

How to Apply

Apply through Handshake or Indeed or email your cover letter and resume to Anna Cramer, Executive Director of United Way of Albany County at anna.cramer@unitedwayalbanycounty.org and Tim Etzkorn, current Director of the Community Impact Cooperative, at tim.etzcorn@unitedwayalbanycounty.org