

**United Way of Laramie County**  
**Community Impact Coordinator**

**Organization**

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At United Way of Laramie County, 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. Together, we create resources and leverage strategies for maximum community investment and impact.

**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.

Oversees Human Services Advisory Council and works with the mayor of Cheyenne, city council, and the county commissioners to determine priorities and effective outreach.

**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

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

Send resumes or inquiries to [vernon@unitedwayoflaramiecounty.org](mailto:vernon@unitedwayoflaramiecounty.org).