

United Way of the Lewis & Clark Area

P.O. Box 862 Helena, MT 59624

406-442-4360

www.unitedwaylca.org



Job Title: Director of Community Impact

Status: Full-Time

Position Summary

This position will provide professional leadership in our community to ensure that common agenda goals relating to health, education, income stability and homelessness are carried out. This is an outward facing, result-orientated, inspiring position. This position is responsible for guiding local teams/work groups/coalitions/volunteers to identify solutions-based programs that achieve measurable outcomes and utilizes data to support those decisions. This position will create long term relationships with key community members to implement and measure activities. Due to the nature of this position, the job description will continue to evolve based on community need.

Essential Job Duties and Responsibilities:

- Serve as staff lead for facilitating the development and implementation of new community impact approach that integrates with Education, Income and Health investment initiatives and strategies while providing guidance on measurable outcomes, and tracking progress toward established goals.
- Work with marketing/development staff to communicate plans and partnerships to guide donor and community investment in new community impact approach.
- Provide weekly reports verbally to CEO on progress and challenges of projects.
- Create and integrate quarterly volunteer experiences to educate our community on our mission, vision, and community impact initiatives. Utilize United Way Worldwide resources and nationwide calls-to-action when appropriate.
- Assess knowledge of volunteers about United Way and its role in addressing community issues at their core. Assess volunteer engagement in United Way activities. Drive continuous improvement based on results and volunteer utilization.
- Continuously improve the approach and engagement of internal and external stake holders.
- Develop relationships with funded nonprofit partners and community stakeholders on grant distribution strategies. Manage investment process including ongoing, capacity-building, and new program funding for targeted impact. Help analyze and develop funding priorities.
- Develop and continuously improve a process to evaluate and monitor collective impact initiatives created by funded partners, alignment of those funded projects to United Way goals, and alignment of United Way goals to United Way Worldwide initiatives. Track progress, relationships, and contact information through various software systems.
- Supervise School Readiness, 211 and Housing First efforts; this may require providing guidance, leadership, and opportunities for professional growth to consultants, employees, Vistas, or volunteers.
- Track progress, relationship and contact information through software systems.

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LIVE UNITED



Requirements:

- Excellent written and verbal communication skills; dedicated to providing the highest quality support to coalition members in a professional and timely manner.
- Strong organizational and project management skills.
- Excellent computer skills, including in-depth knowledge of all Microsoft Software. Experience with database programs is an advantage.
- Self-starter with ability to anticipate needs and take initiative; able to lead and be led.
- Strong interpersonal skills; attention to detail; ability to conceptualize and develop strategies.
- Volunteer management experience.
- Current valid driver's license
- Criminal background check required as the Director of Community Impact will work directly with vulnerable populations
- A Bachelor's Degree along with three to five years of experience required in communications, community organizing, or program management. Experience can be substituted for education.

Employment Status: Full Time Permanent, 40 hrs./wk.

Salary Range: \$13 to \$18 per hour

Full Benefits Package

Reports to: Executive Director

Signature: _____ Date: _____