



Job Description Community Impact Director

Position Summary:

The Community Impact Director supports and advances United Way of Story County's (UWSC) mission of improving lives by managing the development, implementation, and evaluation of a community impact agenda in the focus areas of education, income, and health. The information and data obtained by the Community Impact Director and partners is used in the results-based accountability framework to establish outcome measures and to positively impact leading community indicators. In addition to synthesizing social science data into professional technical reports, this position is focused on leading and managing community information systems by building relationships with external organizations and key stakeholders that maintain other relevant databases.

Position Responsibilities and Duties:

A. Community Agenda Building

1. In partnership with President and CEO, enhance and develop relationships with the partner agencies to ensure a positive, mutually supportive environment of collaborating to address the county's most pressing needs.
2. Plan, implement, and manage community trends/asset and priorities identification process, including year round data/trend collection.
3. Work with community partners to conduct a community-wide needs assessment (5-year cycle) and provide input into the process for sharing results to key stakeholders.
4. Assist in recruiting diverse community volunteers to serve on committees, collaborations, and community impact teams.
5. Convene community conversations to determine/review goals in the areas of education, income, and health.
6. Serve as a subject matter expert for internal and external inquiries and issues related to specific impact strategies.
7. Generate awareness and community support around United Way's Community Impact agenda through presentations and activities as needed.
8. Develop and manage relationships with human service organizations to include those affiliated and non-affiliated with and funded and non-funded by UWSC.
9. Coordinate 2-1-1 registration and updates with partner agencies.
10. Strengthen partnerships to further collaboration building to address the community's most pressing needs and greater community level condition change.
11. Serve as liaison and staff support to community groups that forward the community impact agenda.
12. Oversee Story County Food Pantry, Hunger, and Transportation Collaborations, including agenda, notes, and projects.
13. Coordinate LIVE UNITED Food Drive and other food drives.

14. Coordinate the Wheels for Work program by working with partner agencies to determine eligible clients, and serve as the liaison with Ames Ford Lincoln on donated vehicles.

B. Community Impact Outcomes

1. Provide technical assistance and training to participating agencies on reporting outcomes/program evaluation measurement data in Clear Impact Scorecard.
2. Work with the President and CEO and partners to develop measurable outcomes/program evaluation and indicators for each program.
3. Monitor and evaluate indicators and performance level data to ensure appropriate measured outcomes of UWSC investments and strategies.
4. Work with Marketing Director to prepare and deliver clear and compelling reports, presentations, and communications based on research and analysis for community transformation in the applicable impact area.
5. Research, collect, and analyze socioeconomic data to support advocacy and community mobilization efforts in the areas of education, income, and health.

C. Coordinate with community partners to bring educational sessions to staff in partner agencies and other non-profits.

1. Work with ISU Extension to explore the possibility and development of Nonprofit Management Academy (NPMA) curricula and program
2. Work with President and CEO to determine training topics of interest

D. Other

1. Serve as back-up for answering phone and receiving visitors.
2. Attend UWSC Board and Executive Committee meetings as requested by President and CEO.
3. Understand and believe in the UWSC vision and mission, and advocate for the vision and mission in the Story County community.
4. Seek out and participate in appropriate professional development opportunities.

Availability:

Full time, salaried

Job Requirements:

Physical Requirements – Sedentary work is exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or pull, or otherwise move objects.

Physical Activity – Fingering is picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. Talking is expressing or exchanging ideas by means of the spoken word. Hearing is the ability to receive detailed information, through oral communication.

Visual Acuity – Work utilizes computer terminal and verification for accuracy of written material.

Qualifications:

Bachelor's degree required and three to five years of experience in a nonprofit organization or related field or comparable combination of education and experience. Experience in coordination and management of diverse projects; building coalitions, collaborations, and partnerships. Experience in community needs assessment measurement. Demonstrated skills in Excel and other data analytics. Expertise in group facilitation skills, focus groups, and market segmentation.

Knowledge of human service issues, community relations, and outcome-based evaluations. Ability to develop information and raw data into meaningful conclusions. Ability to recognize common factors and trends. Strong organizational, project, and time management skills. Ability to meet established deadlines.

Demonstrate excellent verbal and written communication skills to multiple audiences. Excellent organizational skills and ability to multi-task. Ability to make timely decisions and operate effectively under pressure. Ability to make presentations to large and small audiences.

Working knowledge of computers and related campaign databases required. Training and experience in basic clerical skills and strong computer skills, especially Word and Excel; PowerPoint; exposure to database management, data querying and reporting. Demonstrate competence with basic computer software and databases. Ability to perform mathematical calculations to balance reports.

Ability to organize, coordinate, and direct program activities; ability to work with community organizations; ability to communicate effectively with co-workers, volunteers, donors, agencies, and the general public. Passionate motivation for improving lives in Story County.

Working Conditions:

The worker is not substantially exposed to adverse environmental conditions. Must be able to work under stressful situations and time constraints.

Employment Classification:

Full-Time; Professional Exemption; Salaried

Job Relationships:

Reports to: United Way of Story County President and CEO

February 2018