

Community Impact Director – Job Posting

Heart of Missouri United Way seeks highly motivated, detail oriented community engagement or public affairs professional for immediate FT opening. Requires excellent organization, communication & customer service skills, knowledge of local non-profit human services & volunteer coordination experience. Master's degree in a related field preferred. Minimum Bachelor's degree and 5 years relevant experience required. Visit www.uwheartmo.org for application instructions. No calls please. EOE

Position Title: Community Impact Director

Accountability: Reports to Executive Director, serves on the management team

Salary Range: \$45,000 - \$55,000 annually, exempt position, full benefits eligible

The Community Impact Director is a full-time position and will report to, be supervised and evaluated by the Executive Director. The Community Impact Director has primary responsibility for leading the Community Impact investment allocation process and strategy and outcome evaluation/measurement.

Primary Responsibilities:

- Assume content leadership role in prioritizing Community Impact strategies aligned with the Community Impact agenda as the lead member of the Community Impact team.
 - Participate in the development and implementation of Community Impact funds distribution strategies: manage investment process including ongoing, capacity-building and new program funding for targeted impact; help analyze and develop funding priorities for each funding cycle.
 - Serve as the staff liaison to the Community Impact Committee, Advisory Councils, and Review Teams.
- Develop relationships with United Way-funded agencies and key community stakeholders; become knowledgeable about components of organizational excellence, program quality and outcome measurement; facilitate discussions regarding development of community impact, community goals and community agenda; monitor progress in achieving Community Impact multi-year outcomes and measures; identify gaps in HMUW's service response in Community Impact target areas and initiate new relationships/programs to address goals.
 - Oversee capacity-building trainings and on-going community agency technical trainings to support Community Impact implementation.
- Oversee data and research related to Community Impact focus areas. Collaborate with external partners to complete data assessments and catalog and summarize existing data for HMUW use.
 - Develop process for ongoing monitoring of community and agency metrics aligned with the Community Impact agenda.
- Explore implications of public policy for Community Impact and recommend HMUW positions.
- Build and sustain relationships with key stakeholder groups and state agencies.
- Grant writing/management and special initiatives as assigned.
- Work collaboratively with HMUW functional divisions to support organization wide fundraising, communications and Community Impact goals.

Qualifications:

- "Can Do!" attitude and a heart for serving people in need.
- Bachelor's Degree in a related field (Master's preferred) and a minimum of 5 years' experience in non-profit human services or public affairs.
- Proven ability to work effectively with volunteers, members of the public, the management team and other staff.
- Strong work ethic, positive attitude, and integrity required. Ability to meet aggressive deadlines and handle multiple priorities.
- Excellent analytical ability and superior problem-solving skills. Excellent written and verbal communication, interpersonal, listening, facilitation skills – public presentation experience required.
- Familiarity with request for proposal (RFP) process preferred.
- Valid driver's license and insurability.
- Familiarity with nonprofit financial management and budget analysis desirable.
- Ability and willingness to use technology to improve quality of work and inform decision making.
- Commitment to excellence and the mission of Heart of Missouri United Way.

Application Instructions:

Application deadline: February 25, 2012

To apply: Complete and return applicant survey, cover letter, resume, professional references and salary requirements by e-mail to office@uwheartmo.org or by postal service to Executive Director, Heart of Missouri United Way, 1700 East Pointe Drive, Suite 201, Columbia, MO 65201. No phone calls please.