



United Way of Chatham County
PO Box 1066
Pittsboro, NC 27312

Position: Impact Manager
Hours: 40 Hours Per Week, 8:00 a.m.-5:00 p.m.
Salary: Salary \$48,000-58,000 with Competitive Benefits Package

Send resume and letter of interest to United Way of Chatham County, PO Box 1066, Pittsboro, NC, 27312 or Katie@UnitedWayofChathamCounty.org. Open until filled.

General Job Description: The Impact Manager is responsible for supporting United Way of Chatham County's (UWCC) collective impact initiatives that align with the organization's mission, vision and Bold Goal.

Working with community partners of UWCC's Chatham Housing Collective (CHC) program, the goal of this position is to assist in the coordination of already existing programs that are addressing housing to create an efficient flow of resources, referrals, and data collection/sharing. Working with community partners, this position will plan, support, measure and report community outcomes utilizing comprehensive community data. The Impact Manager will institute and sustain a culture of collaboration.

Required Skills:

- ⌘ Experience working in a professional office.
- ⌘ Proficiency in Microsoft Office, especially Excel.
- ⌘ Minimum experience of 3-5 years leading collective impact and systems change activities.
- ⌘ Must possess excellent written and verbal communication skills, as well as strong interpersonal and facilitation skills to work with diverse groups of people.
- ⌘ Public speaking experience required.
- ⌘ Must be detail oriented with superior accuracy in work delivered.
- ⌘ Must possess strong organizational and project management skills with the ability to handle multiple tasks and prioritize.
- ⌘ Must be transparent, ethical and possess high integrity leadership skills.
- ⌘ Must be a self-starter with a positive outlook, and the ability to manage ambiguity and change in a fast-paced environment.
- ⌘ Must be able to climb stairs daily, and occasionally lift 15-20 pounds up and down stairs.
- ⌘ Must have own transportation and valid driver's license. Some business travel within Chatham County is required.
- ⌘

Specific Duties: Responsibilities include, but are not limited to:

- ⌘ Facilitate county-wide collective impact to address topics that threaten the resiliency and stability of Chatham families and individuals.
- ⌘ Actively cultivate relationships and develop strategic partnerships with community, public sector and corporate leaders to maximize UWCC's leadership position in community impact efforts.
- ⌘ In collaboration with the Chatham Housing Collective members:
 - Lead the prioritization of strategies and goals, define desired metrics, and monitor progress toward community outcomes focused on housing.
 - Support the execution of previously identified goals and action items from the Chatham Housing Collective.
- ⌘ Coordinate and lead weekly and monthly meetings with service providers and the CHC. Ensure the distribution of meeting materials in a timely manner.
- ⌘ Facilitate systems mapping, documenting policy and system barriers, to include reference of available services for physical and website distribution.

- ⌘ In partnership with CHC Partners, develop a framework for a Chatham County Landlord Engagement Program and oversee implementation and ongoing management.
- ⌘ Coordinate ongoing training opportunities for CHC partner agencies.
- ⌘ Work with UWCC Executive Director to provide community education opportunities throughout Chatham to engage residents, elected officials and agency staff on the most pressing issues, as well as the CHC action planning goals, objectives and priorities, as well as the collective successes and opportunities.
- ⌘ Serve on committees, attend meetings in support of the CHC and United Way, as needed.
- ⌘ Collaborate with the United Way of Chatham County staff to provide data, client stories and supporting documentation for grant applications and marketing/communications.
- ⌘ Consistently demonstrate the values and mission of United Way.
- ⌘ Perform other duties as assigned.

Equal Employment Opportunity

United Way of Chatham County is an equal opportunity employer and applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or other legally protected status.