



## Job Description Community Investment Director

### Position Summary

The Director of Community Investment organizes and implements the annual investment process. Provides capacity-building support to funded agencies by managing the issuance of funding grants and maintaining relationships with Community Partners and other stakeholders.

Recruits, trains, and supervises volunteers for ongoing operations and special events.

Works in collaboration with Executive Director to build, strengthen and sustain effective working relationships and assist in development of new community initiatives.

### Accountability

Reports directly to the Executive Director, in the absence of the Executive Director, reports to the Chair of the Board.

### Essential Responsibilities

#### *Management for Community Investment*

- Serves as lead staff for community funding and agency relations. Provides leadership and management of the grant funding process to ensure the community goals are met.
- Develops and maintains collaborative working relationships among Community Partners and other non-profit organizations.
- Provide grant application training to agencies.
- Manages the online data collection management system and maintains current and accurate program data on all grant recipient programs.
- Keeps informed of other United Way's approaches to community impact.
- Collects, analyzes and manages relevant program information and data needed to measure impact on United Way community goals.
- Assist in the development, planning and coordination of new community initiatives.

#### *FEMA (Emergency Food & Shelter Program)*

- Manages program and serves as contact and liaison for Local Board (LB) and Local Recipient Organizations (LRO).
- Monitors LRO's and submits reports the EFSP National Board.
- Processes submission of LB plan for each phase, LRO Interim & 2<sup>nd</sup> Payment Requests, and LRO Final Reports

#### *Promotion & Volunteer Management*

- Recruit volunteers for fund distribution, special events & other operations as needed
- Work with Executive Director to promote United Way and funded agencies
- Responsible for maintaining and growing usage of VolunteerWayne website
- Plan and schedule volunteer training
- Lead, support and motivate volunteer

#### *Annual Campaign*

- Assists with fundraising as assigned by Executive Director.
- Coordinates agency speakers as requested for workplace campaign presentations and other campaign events.

## **Skills and Competencies**

- Ability to write and speak effectively
- Innovative, creative, strategic thinker.
- Well-developed administrative skills
- Self-motivated with strong interpersonal, communication, organizational and leadership skills.
- Ability to work with the public, including professional leaders, media, volunteers and donors.
- Ability to train, motivate and supervise volunteers.
- Goal oriented with ability to multi-task and possesses effective time management capabilities.
- A proficient team player.
- Strong computer skills with Word, Excel, PowerPoint and exposure to database management and reporting.
- Financial accountability standards

## **Qualifications**

Minimum of BA/BS degree required. Previous United Way experience with knowledge and understanding of United Way philosophy is preferred.

Updated: 05/20/2019