

## UNITED WAY OF SOUTH HAMPTON ROADS – JOB DESCRIPTION

<b>Title:</b>	Vice President, Community Investments (CI)
<b>Department:</b>	Community Engagement & Investments
<b>Report To:</b>	President & CEO
<b>Member:</b>	UWSHR Management Team
<b>Date Created:</b>	October 2020

### This role might be right for you if...

You are a high-energy visionary leader who enjoys making connections and is passionate about working with fellow leaders and partners to bring about real community change.

### About United Way of South Hampton Roads:

United Way of South Hampton Roads (UWSHR) serves the Virginia cities of Norfolk, Virginia Beach, Suffolk, Chesapeake, Portsmouth and Isle of Wight County. Our mission is to bring people and resources together to solve problems too big for any of us to solve alone. UWSHR is strategically placed as a thought leader and backbone for community engagement, involved in finding and choosing best-in-class solutions, bringing them and related intellectual capital to the community, and coordinating the implementation in a collective impact manner.

Our culture: Our United Way is a passionate, knowledgeable and responsive COMMUNITY LEADER committed to collaborative solutions that deliver results. For all team members, the attributes most essential to our culture are passion, collaboration, determination, knowledge, leadership, responsiveness and shared accountability. The Management Team strives to consistently demonstrate these attributes to all our stakeholders and is committed to both modeling and reinforcing these attributes across the organization.

The Vice President of CI is an integral member of the Management Team, and the leader of the Community Engagement & Investments department. The VP joins fellow Management Team members in reinforcing the organization's culture and executing the organization's mission and vision.

### Chief Roles of the VP of CI and % of time committed:

- **Strategic leader: 20%** Develop and implement strategies to advance our mission and create sustainable impact.
- **Management: 30%** Oversee collective impact initiatives, programs and grantmaking processes, ensure the consistent and tangible evaluation and effectiveness of impact programs, and regularly communicate progress to the CEO and UW Board of Directors.
- **Community Building: 30%** Represent UWSHR in the community, build connections with diverse partners, and ensure effective relationship development among government, providers, and business leaders.
- **Donor engagement: 20%** Assume lead responsibility for highlighting the expertise and results of the CI work internally and to all stakeholders. This includes the VP and/or team's consistent presence with donors and the timely communication of CI progress and results to ensure illumination to supporters.

### Essential Responsibilities & Functions:

#### **Community Leadership**

- Serve as a public face and key spokesperson for UWSHR, representing the organization with credibility and compassion, and clearly communicating its vision and value proposition.
- Partner closely with Development to drive participation in UWSHR's initiatives as investment opportunities for funders, helping meet fundraising goals to increase the resources available to support strategies and programs.
- Continue sharpening and building out a community-wide agenda by deepening inclusive relationships with diverse community stakeholders (nonprofit, for profit and public sector leaders, other institutional and individual philanthropists, and public officials), understanding the greatest community needs, and determining how United Way can drive, address and/or coordinate resources for community priorities.

#### **Organizational Leadership**

- Lead Community Engagement & Investments department and its initiatives to address long-term community change by testing and implementing ideas and strategies that offer efficient, effective and sustainable solutions to social problems.
- Create departmental goals, metrics, and accountabilities tied directly to the community agenda.
- Develop, motivate and inspire CI staff to work collaboratively to implement strategies and achieve goals.
- Oversee the coordination, integration and delivery of all contracts and related services, promoting collaborative relationships between program areas and ensuring that the expectations of funders, partners, constituents, clients and other stakeholders are consistently met.

- Gain the confidence and trust of others through principled leadership, leading by example, and sound business ethics.
- Lead UWSHR and the CI team in the timely measurement of outcomes of programs, partnerships and investments.
- Establish and regularly report on measures that can be used to share our progress and impact with stakeholders.

**Required Education and/or Experience:**

- Bachelor's Degree in related field required; Master's Degree in community planning, public administration or public policy preferred.
- 10+ years of experience in human service planning, cross system issues, resource management, programmatic evaluation, advocacy and/or public policy.
- At least 5 years of management experience preferred, with proven capacity to build productive and effective teams of diverse background, experience, and skills, and achieve the organization's Impact goals.
- Demonstrate success in community building and implementation of community-based initiatives, collaborating with and convening multiple, diverse community partners in efforts that produce specific deliverable and measurable outcomes.

**Required Skills:**

- Understand and demonstrate commitment to the vision, mission and direction of UWSHR
- High-energy individual who takes initiative with a positive outlook and strong organizational change management capability
- Excellent relationship builder and connector
- Demonstrated capacity to lead and the ability to effectively manage multiple, complex projects with various stakeholders and within established timelines
- Knowledge of research-based practices in human services and deep understanding of local and national issues and trends
- Excellent oral communication and writing skills, including presentations, written reports, grant applications and other documents
- Significant experience with successful program development, budgeting, outcome measurement and contract/grant management
- A high level of intelligence and intellectual curiosity and a desire to explore new ideas and innovative approaches to solving problems
- A long-term, strategic perspective with a practical ability to get things done
- A demonstrated track record of promoting diversity and inclusion as well as an ability to build collaboration with the community at large
- Proficient in Word, Excel, PowerPoint and other related software

**Competencies:**

- **Mission-Focused:** Catalyzes others' commitment to mission to create real social change that leads to better lives and healthier communities
- **Relationship-Oriented:** Is astute in cultivating and managing relationships toward a common goal
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact
- **Strength of Character:** Demonstrates ability to be approachable and cooperative while also being a successful executive leader
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network
- **Visionary:** Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction and motivation
- **Team-Builder:** First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders
- **Outward Turning:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations
- **Business Acumen:** Possesses a high-level of broad business and management skills and is effective at using financial resources wisely and for the greatest impact
- **Network-Oriented:** Values the power of networks; striving to leverage United Way's breadth of community presence, relationships and strategy
- **Working Environment:** Typical office environment, with at least 50% of time spent in outside meetings. Nights and weekends will be required for community building.

**Physical Requirements:**

- This job requires exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects

- Worker must frequently talk, hear and use typical office equipment
- Worker sits most of the time; routinely required to walk and occasionally travel by car
- Ability to provide personal transportation
- Ability to operate a computer for extended periods

*United Way of South Hampton Roads is an Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at UWSHR will be based on merit, qualifications, and abilities. UWSHR does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or genetics. Please Note: Requirements, skills, and abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of this position with or without reasonable accommodation. In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive.*

Please send cover letter and resume to [humanresources@unitedwayshr.org](mailto:humanresources@unitedwayshr.org).