



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

UNITED WAY OF SOUTH HAMPTON ROADS
Coordinator, Community Impact

Title:	Coordinator, Community Impact
Department:	Community Impact
Report To:	Director, Community Impact and Crisis Response
Date Created:	June 2022

Why Work for United Way:

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads (UWSHR), you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We work hard because we love what we do and we know how much our community needs us. Plus, we offer excellent benefits and opportunities for advancement. If you want to be great while doing good, join the United Way team.

Objectives & Expectations:

This position manages processes (such as grantmaking, agency certification, and reporting) and critical partnerships for the Community Impact (CI) team. CI works directly with community-based organizations, government and private-sector partners, and community members to identify and address problems too big for any of us to solve alone. This position will specifically lead the community investments process as well as other important initiatives to help drive United Way's community impact agenda.

Commitment to equity, diversity & inclusion

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Cultural Competence: The Coordinator of CI adapts a lens of cultural competency that conveys empathy, support, and an understanding of the people they work with both internally and externally, engage with, and the people they serve. This competency helps to build trust and effective engagement, build stronger relationships, expand our organization's reach, and more effectively and respectfully engage with people regardless of background.

Core Competencies are characteristics that all employees are expected to exhibit as a member of the UWSHR team. For complete details that include attributes and behaviors please see the United Way Core Competencies Checklist in the shared Human Resources Network Folder. These include:

- **Mission Focused:** The top priority is creating real social change that leads to better lives and healthier communities.



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

- **Relationship Oriented:** Understands that people come before process and 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.
- **Brand Steward:** Understands his/her role in growing and protecting the reputation and results of the organization, and thus, the greater network.

Key Accountabilities include the following:

1. Provide efficient and timely administrative and operational management of United Way's community investments.
2. Support the Community Impact team in cultivating and managing relationships with community partners.
3. Create opportunities to share and support dissemination/adoption of research, best practices, learnings, and resources among community partners.
4. Partner with CI Directors and Community Data & Impact Manager to support reporting process for Community Investments grantees.
5. Work cross-functionally with UW Resource Development and Marketing teams to develop and communicate compelling messages to collaborating partners, and to the larger community utilizing various media.
6. Implementation of Emergency Food and Shelter Program.

Essential Duties and Responsibilities include the following:

Administrative:

- Support and Develop the grantmaking and agency certification processes including:
 - Develop Request for Proposals
 - Application Management
 - Volunteer Recruitment
 - Committee and Panel meetings
 - Agency technical assistance
 - Reporting and communication
- Serve as the system administrator in grantmaking software to ensure data and processes are maintained and monitored.
- Establish key contractual documentation (and templated documentation where possible) with the support of Department leadership and Operations, including Grant Agreements, government agency contracts, and consultant contracts
- Collect and group CI Department contact information and lists as related to partnerships and participation on committees and coalitions.
- Attends meetings; records, prepares, and distributes minutes in support of all CI Initiatives and Programs.



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

- Conducts post-meeting surveys as needed.

Community Collaboration

- Facilitate collaborative opportunities with internal initiatives serving as point of contact for funded agencies to strengthen relationships within UW.
- Coordinate access and reservations for community partners to utilize the Conference Room.
- Support partnership development and implementation of self-sufficiency programming.
- Contribute to strategy, planning, problem-solving, and integration as a member of the Community Impact team.

Data, Research & Reporting

- Advance agencies' capacity to measure results as well as the United Way's ability to document and communicate shared measures.
- Provide Technical Assistance and support to partners utilizing UWSHR grantmaking Software.
- Take a lead role in ensuring the effective and accurate collection of data, and helping to streamline organizational reporting processes on a continuous basis.
- Assist with the collection of financial status and data to support reporting requirements as related to grant funded requirements.

Program Development & Implementation

- Engage partners through facilitated convenings and trainings to set and achieve systems-level goals across investment focus areas.
- Monitor EFSP website for information regarding report deadlines, new funding releases, and any letters or notices related to funding
- Schedule Quarterly EFSB Board Meetings in coordination with EFSB Board Chair
- Ensure that processes related to funding requests are completed
- Communicate with recipient organizations regarding funding requests, reporting deadlines, etc. as needed

Marketing and Resource Development and Outreach

- Support the development of successful proposals and can gather support, people, and resources required to back programs and projects that advance health, economic mobility, and education priorities.
- Work effectively with Resource Development and Marketing teams to develop and communicate compelling messages to collaborating partners, and to the larger community utilizing various media.
- Maintain and distribute information (participate in events, announcements, trainings) via email, website and other platforms, as needed.



United Way
of South Hampton Roads

We bring people and resources together to solve problems too big for any of us to solve alone.

- **Other duties as assigned.**

Key Skills Requirements:

- Minimum of 5 years related work experience
- Strong analytical ability and attention to detail
- Ability to troubleshoot and work independently
- Flexibility and demonstrated ability to work collaboratively and cross-functionally
- Knowledge of the health and human services industry
- Experience with collaborative approaches to community problem solving
- Facilitation skills and ability to guide goal-oriented discussions and build collective action among partners
- Experience with results-based grants management processes
- Highly proficient in Microsoft Office applications, particularly Excel
- Ability to quickly learn new technology solutions
- Experience in grantmaking software (preferred)
- Excellent communication, interpersonal, listening, writing, and facilitation skills
- Ability to take concepts from initiation to completion with minimal supervision
- Microsoft Office skills and experience required
- Commitment to excellence and the mission of United Way

Work Demands & Environment:

- Ability to stoop, lift, finger – for example pick, pinch, or type and grasp
- Ability to clearly and concisely express and exchange detailed information and ideas to others accurately via spoken word
- Exerting up to 20 of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects
- Ability to inspect and analyze figures, accounting items, written materials, newsprint, computer terminal characters, transcription, and other similar objects at distances generally close to the eyes.
- The worker is subject to a variety of inside environmental conditions that may occur in an office, a private home, or elsewhere in the community including temperature variations, unpleasant odors, and potential allergens
- Although inside work is the rule, it is required that the individual be able to travel and may be exposed to a variety of weather conditions

Interested? Please send your cover letter and resume to humanresources@unitedwayshr.org. We will continue accepting applications until the position is filled.

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 UW SHR will be based on merit, qualifications, and abilities. UW SHR 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.