



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**  
**Director, Community Investments**

<b>Title:</b>	Director of Community Investments (\$60,000-70,000)
<b>Department:</b>	Community Impact
<b>Report To:</b>	Vice President, Community Impact
<b>Date Created:</b>	February 2023

**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:**

The United Way improves lives by mobilizing the caring power of communities to advance the common good to help all residents thrive and live the best version of themselves. We all benefit when a child succeeds in school, when someone finds a job that sustains a family, or when more people get quality, affordable healthcare. United Way endeavors to drive measurable impact by focusing and accelerating our current agenda centered around economic mobility, education, and health initiatives while remaining responsive to community needs with flexibility to respond to critical needs and crises.

The Sr. Director, Community Investments reports directly to the Vice President, Community Impact. This role will support the Community Impact Department by aligning with United Way of South Hampton Roads (UWSHR) community investment model across all impact areas to drive sustainable change. The role supports the Community Impact (CI) team in the strategic thinking and operations. This role will collaborate with CI Directors as needed. The ideal candidate will have existing knowledge of collective impact as a model of collaboration and community engagement.

**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 Sr. Director of Community Investments adopts 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



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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.
- **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. Manage the development and implementation of grantmaking processes for UWSHR, including applications, metrics, and reporting.
2. Serve as the Key Administrator of the grantmaking software.
3. Engage CI Directors throughout the grantmaking process in support of Community Partners and grantees.
4. Supervision of assigned staff in support of investment processes.

**Essential Duties and Responsibilities** include the following:

**Administrative & Financial:**

- Oversight for managing and tracking community impact grants portfolio (Community Investments, EFSP, Community Impact Grants, Affinity developed grants)
- Manages grant process for Relief Funds during community disasters & emergencies.
- Support development of grant portfolio framework and RFPs for each application cycle
- Maintain complete, accurate and current grantee information and monitoring.
- Work with COO and Controller to conduct annual and quarterly Financial Reviews meetings.
- Implements specific Investments with documentation of contracts, reports, and tracking payments/financials, as necessary.
- Serve as a primary contact for CIC Committee Members, including recruitment & onboarding for new members, & following through with an exit interview for members who are vacating their role



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### **Community Collaboration**

- Work with other Community Impact team members across all impact areas, including Mission United & United for Children, Economic Mobility and Health, to support continuous improvement of existing projects and initiatives and to support the execution and rollout of new Community Impact projects and initiatives.
- Construct and facilitate agency crisis response and recovery efforts including ability to pivot from predetermined tasks to focus on critical needs.

### **Data, Research & Reporting**

- Advance agencies' capacity to measure results as well as the United Way's ability to document and communicate shared measures.
- Promote 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**

- Work with finance to manage grant payouts and/or suspensions.
- Manage the execution of annual grant funding agreements.
- Working with Community Impact Directors and the VP of CI to conduct annual Program Investment Review meetings.
- Manage grantee programmatic and financial report/document submission and compliance process During an application cycle.
- Supervise and initiate the coordination and management of the application process, including grant management software, application material submission, information sessions, applicant technical assistance, initial proposal screening, application review and grant award announcements.
- Supervise and initiate the coordination of the investment volunteer review councils, including training, meetings, technical assistance, and facilitation of decision-making.

### **Marketing and Resource Development and Outreach**

- Support the development of dashboards to include data for RD and MKTG professionals to turn into stories, reports, and powerful messages to engage donors. Anticipates risks and creates solutions and plans to effectively manage the issues.
- Actively participates in projects, special events, cross-functional teams, or workgroups that support the work of the entire organization.
- **Other duties as assigned.**



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**Key Skills Requirements:**

- 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.
- 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.
- Project management skills with the ability to problem-solve, prioritize, and create systems and processes.
- Excellent analytical ability and superior problem-solving skills
- 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.

**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 lbs. 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](mailto: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 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.*