

Associate Director of Community Impact

Position Description

Date: May 2025
Position Description: Associate Director of Community Impact
Department: Community Impact
Reports to: Vice President of Community Impact
FLSA Classification: Exempt

Mission Statement: United Way Fox Cities improves lives by bringing diverse people together to build a stronger, more caring community for everyone.

Vision: The Fox Cities is a diverse and dynamic community, where people willingly share the responsibility of ensuring a safe and healthy community for all.

Core Values: Accountability, Community, Caring, Integrity, Commitment

Position Summary

Provide professional leadership, support and organization for United Way Fox Cities' (UWFC) Community Impact work; build expertise and create a depth of knowledge about priority issues aligned with Impact Areas; provide leadership and support to volunteers in planning and development of community impact initiatives, in community investments and partner relations in order to create a measurable difference in our community. Perform grant writing and grant management activities, both internal and external, including reporting and compliance. Create, maintain, and perform standard processes, policies and procedures related to investment and granting process, and impact strategies measurement and reporting. As part of the Community Impact team, the Associate Director of Community Impact also supports core team activities such as evaluation, advocacy, community and donor engagement, and relationship-building with partners across the community.

Community Investment

- Listen to and engage with the Community to assess needs and create solutions and shared ownership.
- Provide professional leadership, support and training to community volunteers and non-profit staff in determination of UWFC' priorities and development of strategies and outcomes that demonstrate effective utilization of community resources and meet UWFC's mission.
- Drive measurement plan for tracking progress and results. Identify and monitor key indicators that measure the effectiveness of United Way programs and initiatives.
- Continue to increase personal knowledge of United Way Worldwide strategies and utilize United Way Worldwide tools and frameworks.
- Maintain knowledge of health and human service issues facing the Fox Cities' area and their relationship to the Community Impact vision of United Way.
- Understand public sector, philanthropic, and social landscapes to leverage trends and opportunities.
- Lead with a growth mindset, inspire innovation, and monitor emerging trends.

Grant Writing and Management

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation, corporate and individual sources that align with UWFC mission and goals.
- Work with Finance to gather information necessary to report to corporate, foundation, individual donors on current grant programs.
- Comply with all grant reporting as required by foundation/corporate/individual donors.
- Provide stewardship to current donors by means of regular written updates.
- Exhibit understanding of institutional history and programs.
- Maintain current records in database including grant tracking and reporting.
- Identify external grant opportunities; federal, state, private and opportunities from other United Ways to include United Way of Wisconsin and United Way Worldwide.
- Coordinate and carryout functions of fiscal agent grant management:
 - Assist with management and compliance of grant funds
 - Monitor grant sub-awards for compliance and eligible reimbursements
 - Coordinate financial and administrative processes including payment requests, to support UWFC's fiscal agent role for grants
 - Coordinate implementation of external grant programs, reporting and monitoring of goals and activities
- Manage FEMA Emergency Food & Shelter Program (ESFP) grant process, relationship and distribution of funds in partnership with community organizations.
- Identify and monitor key indicators that measure the effectiveness of United Way programs and initiatives, including 211.

Technology Operations:

- Create and maintain policies and procedures for the Community Impact team including database management, granting processes and community initiatives.
- Make maximum use of technology and information systems to provide accurate and automated fund information, process grant requests, create reports and design/implement grantmaking workflow procedures.
- Assist with IT/Technology vendor relationships.

Community Outreach and Development

- Serve in a highly visible role in the community including active outreach and convening multi-sector stakeholders to advance UWFC impact priorities.
- Regularly represent UWFC at community meetings, agency events, statewide and local coalitions/task forces, donor meetings, and other opportunities.
- Participate in outreach, engagement, and advocacy activities to represent UWFC in critical health and human service issues in our community.

Assume other duties as assigned.

Job Relationships

- External: Community partners, partner agencies and other human service providers, board members and volunteers, community assessment volunteers, organized labor, community service clubs, community task forces, commissions, and committees; city and county governments, local United Way organizations, United Way of Wisconsin, United Way Worldwide.

- Internal: Lead specific projects and initiatives, provide insights, and support Community Impact team as well as other staff.

Job Specifications

- Education: Bachelor's, or equivalent years of experience, in social welfare, public policy, public administration, public health, health care, business, or related field preferred.
- Experience: Three to five years of experience in non-profit leadership, program management, grant writing/management (with proven track-record of successfully attaining/administrating funding), volunteer coordination.
- Knowledge: Knowledge of issues and solutions in education, health, and/or financial stability. Knowledge of outcome and results-based methodologies. Knowledge of the local non-profit and health and human service field is preferred.
- Skills: Ability to supervise, develop and motivate volunteers; excellent communication, facilitation and presentation skills; demonstrated interpersonal, organizational, and leadership skills; experience in collaborative problem solving; budgeting, computer, and database management skills.
- Qualities: Ability to learn new skills, adapt to changing environment, and adopt knowledge as you go. Builds trust of colleagues and community partners by demonstrating honesty, consistency, integrity, and transparency. Ability to work independently with minimal supervision, take initiative, and follow through.
- Must be able to work occasional nights and weekends as needed for special events.
- Proficient in or willing to learn Microsoft 365 and other web applications.

Work Environment

Work is primarily performed in an office environment. This position requires regular movement inside the office to access filing cabinets, office machinery, etc. Attendance at meetings outside of the office is occasionally necessary. The position also includes remaining in a stationary position a portion of the time, either standing or sitting, and occasional lifting of up to 20 pounds. There may be exposure to repetitive work on the computer. Evening and weekend hours may be required for special events.

Signatures:

This job description has been approved by:

Vice President Name / Signature / Date

HR Name / Signature / Date

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name / Signature / Date