



**Job Title:** Director of Community Impact

**Classification:** Exempt

**Work Schedule:** Full-time. Core Hours of Monday-Friday, 8:30 a.m. to 4:30 p.m. Must be able to work a flexible schedule with early morning, evening, and weekend work.

**Position Summary:** The director of community impact provides leadership in planning, aligning and implementing strategies aimed at improving community outcomes and increasing the effectiveness of community investments. The director supports funded program partners, builds and sustains collective efforts and manages all aspects of community investment and grantmaking.

**Key Accountabilities:**

**Strategic Investments and Alignment of Resources and Programs**

- Manage and implement United Way's community investment application process, including proposal review, recruiting and managing volunteer impact committees, drafting memorandums of understanding and ensuring compliance with terms of agreement
- Collaborate with community partners to co-develop and execute strategic plans to achieve short and long-term community goals in Health, Education and Financial Stability
- Connect, facilitate and align with other appropriate community programs, assets, people, and resources
- Develop and oversee a grant revenue strategy, including prospecting grants, responding to notices of grant opportunities, submitting applications, and cultivating relationships with likely funders

**Community Development**

- Represent United Way in external committees and collaborate with other staff members to ensure alignment with work plans and United Way's community priority areas
- Work with Community Development staff in the creation of a multi-year targeted impact campaign
- Create an infrastructure to track and support public policy and initiatives that impact UW's mission and strategy

**Program Development & Implementation**

- Promote, manage and grow community programs, including 2-1-1, First Grade Success & Spring into Reading
- Develop and deliver training and information sessions for program partners, volunteers and community stakeholders
- Establish a system to gather program outcomes and performance data; aggregate and synthesis the data; and, assist in disseminating, reporting and marketing community impact results

**The Position Requires:** Considerable initiative, creativity, independent judgment, strategic planning skills, management skills, facilitation skills and the ability to assume significant responsibilities. Knowledge of objectives, principles, practices and trends in human service agencies, systems, funding and operations. Understanding of program performance measurement techniques, performance metrics, and evaluation principles. Ability to establish and maintain significant relationships with persons at all levels within the community, including corporate chief executive officers, health and human services agency personnel, government representatives, donors and community members. A strong communicator, collaborator and influencer who embraces change and can lead teams in a dynamic environment.

**Other Requirements:** Five years progressive work experience in human services or related field, with program development, administration, and fiscal oversight; experience with volunteer boards and committees; graduate of an accredited college or university or comparable combination of work experience and education; valid driver's license, vehicle and automobile insurance are required; proficiency with Microsoft Office and Outlook.



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**Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; The employee may occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Travel:** Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Equal Employment Opportunity (EEO):** United Way of Lebanon County is an equal opportunity employer in its policies, actions and goals in compliance with state, federal and local laws and regulations. It is the policy of UWLC to grant equal opportunity to all qualified persons without regard to race, color, age, gender, sexual orientation, religion, disability, national origin or other legally recognized basis for illegal discrimination.

The position will be open until filled. For immediate consideration, please forward a cover letter and resume to Kenny Montijo, [kmontijo@unitedwaylebc.org](mailto:kmontijo@unitedwaylebc.org). Please use Community Impact Employment as the subject line.