

Our Mission: To improve lives by uniting the caring power of our community.

Career Opportunity

Community Impact Officer, Income

Posting date: September 20 2019

Posting end date: October 4, 2019

Please send cover letter and resume to: careers@unitedwaydm.org.

For organizational information visit www.unitedwaydm.org

UWCI's Community Income Goal:

To increase the percentage of central Iowans who are financially self-sufficient to 75% by 2020.

United Way of Central Iowa Community Impact Officer, Income, supports and advances United Way's mission of improving lives by managing the development, implementation and evaluation of a community impact agenda in the focus area of income. This position's work is guided by both short-term (annual) and long-term (Goals for 2020) organizational goals and ensures the strategic direction and community action measurably moves toward meeting the goals. The Community Impact Officer oversees UWCI donor's community investments in income as well as grant-funded initiatives to ensure organizational standards and compliance requirements are met. Reporting to the Chief Community Impact Officer, this position collaborates with the other Community Impact Officers in the education and health impact areas and manages both volunteers and staff.

Why Choose UWCI?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive and welcoming work environment. Our Core Values of **Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence** is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary and robust benefits package including health insurance, a dental plan, 401(k) with match and paid life insurance, we offer the following:

- On-site cafeteria
- Updated on-site fitness center
- Commitment to fostering cultural humility, diversity, equity and inclusion
- Commitment to employee professional development
- Fun monthly opportunities for employees to build camaraderie
- Wellness initiatives
- Convenient central Des Moines location with free parking
- Paid volunteer time off
- Participating in cross-functional teams and organization-wide initiatives and projects
- Tuition Assistance
- Generous paid vacation plan, holidays, a personal holiday and sick time

Essential Accountabilities Include (but not limited to):

- Identify, influence and participate in community conversations and collaborations related to applicable income initiatives that facilitate meeting the organizational goals.
- Oversee the income community investments of both donor and grant-funded programs, working collaboratively with program partners to ensure successful measurable outcomes.
- Coordinate, support and guide the UWCI income cabinet (volunteers) and facilitate productivity of the cabinet champion based on organizational standards of engagement.
- Manages staff, programs, projects and initiatives related to income and ensure initiatives align with organizational goals and strategies.
- Monitor and evaluate indicators and performance level data to ensure appropriate measured outcomes of UWCI investments and strategies.
- Execute the income work within the theoretical framework and strategy map.
- Collaborate with applicable staff to identify potential grant funding opportunities on a local, state and national level that will accelerate community-level change in the income area.
- Oversee grant-related programs to ensure program outcomes and compliance requirements are met.
- Prepare and deliver clear and compelling reports, presentations and communications based on research and analysis for community transformation in the applicable impact area.
- Collaborate with other Community Impact peers for integrated work in the areas of education, income and health.
- Oversee and manage the work and requirements of contractors and vendors.
- Act as the subject matter expert for internal and external inquiries and issues related to income strategies.
- Participate as a member of collaborative, creative team(s) to support the initiatives and activities of Community Impact programming.
- Partners with other UWCI staff and departments (Strategic Communications, Volunteer Engagement, Donor Engagement, Finance) as applicable to develop and promote income collaborations, initiatives and priorities.
- Participates in cross-functional teams based on strategic objectives and priorities, including the Strategic Planning Team.
- Aligns behavior and work with the UWCI Code of Ethics and Core Values.

Competencies:

- **Consensus Building:** Ability and willingness to interact with others from diverse backgrounds and populations resulting in group solidarity or an agreement or solution.
- **Leadership:** Ability to motivate and guide others to perform in accordance with clear expectations and goals.
- **Strategic Thinking:** Ability to think and plan in the long-term to develop and sustain the work of the organization.
- **Relationship Skills:** Ability to establish and maintain good rapport and relationships with customers and coworkers.
- **Analytical Skills:** Ability to develop information and raw data into meaningful conclusions.
- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.
- **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Initiative:** Ability to act and takes steps to solve or settle an issue or problem.
- **Management skills:** Ability to achieve desired outcomes by setting goals and priorities that deliver results.
- **Communication skills – Oral:** Ability to send tactful and appropriate verbal messages and listen to others' response in order to convey information.
- **Communication – Written:** Ability to write concise, clear letters, reports, articles, or emails including proofing and editing work.
- **Presentation Skills:** Ability to effectively present information to a group.
- **Ambition:** A high level of drive, initiative and eagerness to meet work goals and broaden skills.

Education:

- College degree in human services or related field. Master's degree preferred.

Experience:

- Five to eight years' experience in nonprofit with solid experience and knowledge of human services, labor and workforce skills development.
- Working with a variety of community stakeholders in business, education, nonprofit, volunteers, government and faith-based groups.
- Team management and oversight.
- Grant writing and oversight of grant funded programs, with federal grants experience and knowledge a plus.
- Experience with community planning and collaboration and community organization.
- Management of volunteers who are on a board or in a volunteer leadership position.
- Knowledge of poverty issues and the human service system.
- Interaction with marginalized or low-income individuals.
- Experience with computers and Microsoft Office applications including Outlook, PowerPoint, Word and Excel.

United Way is an equal opportunity employer and employment practices are implemented without regard to race, color, national origin, gender, religious beliefs, age, disability, sexual orientation, citizenship status, military status or any other basis protected by federal, state or local fair employment practices.