

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

**Career Opportunity**

**Community Investments Manager**

Posting Date: October 5, 2018

Deadline: October 19, 2018

To apply, please send a cover letter and resume to: [careers@unitedwaydm.org](mailto:careers@unitedwaydm.org).

For more organizational information, please visit [www.unitedwaydm.org](http://www.unitedwaydm.org).

**Position Summary:**

United Way of Central Iowa is seeking a Community Investments Manager to support and advance United Way of Central Iowa’s mission of improving lives by managing community investments and grant contract compliance activities to measurably improve community conditions in education, income and health. This position works with Community Impact staff, other United Way staff, volunteers, community partners and agencies implementing processes, policies and procedures related to community investments and contractual obligations, monitors grants compliance and grant dollars, and creates reports for performance measures and community impact indicators. This position serves as the gateway for new community investment proposals and often represents United Way in communicating our investment process to the community and to organizations seeking to understand our investment process. The Community Investments Manager is part of the Community Impact Services team and reports to the Community Impact Services Director.

**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 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
- Free on-site fitness center
- 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):**

- Facilitates the entire scope of the UWCI community investment process, including, but not limited to, the dissemination of investment process information to the community and organizations seeking funding, reviewing new funding proposals for alignment, advancing new funding proposals to

community impact officers, helping to coordinate review of proposals by community impact investment cabinets, contract development, and annual investment cycle review.

- Coordinates annual community investment cycle activities, including, but not limited to, development of investment timeline, funded program report generation, scheduling of funded program reviews, development of individual program feedback forms, development of community investment reports for senior leadership, executive committee and board of directors.
- Develops and reviews community investments and post-award grant compliance processes, ensuring adherence to relevant UWCI payments, policies, procedures and compliance requirements are met.
- Creates, tracks and monitors contracts for community investments and grants in collaboration with the applicable impact officer and finance and operations staff.
- Creates applicable spreadsheets and prepares information for Finance & Operations on contracts and grants.
- Collaborates with impact officers and volunteers to support community investment work, which includes the oversight and facilitation of volunteer training (investment cabinets).
- Engages with community impact investments cabinets and community partners as applicable to provide technical support for investments before, during and following the review process.
- Works with other community partners to help identify funding priorities and provide information related to the focus of UWCI. Participates with Community Impact planning groups as appropriate.
- Collaborates with the UWCI data team to review, update, develop and implement an outcome measurement process for evaluating the progress/impact of the overall strategies, including creating tools for program performance measures using Results Based Accountability.
- Creates community investments and grant reports based on audited numbers, including appropriate categorization and charting of investments.
- Manages and maintains the organization's constituent relationship management database (ANDAR) for Community Impact including the ANDAR/Community Building reporting tool by collecting and processing financial and demographic information and providing technical assistance to agencies.
- Responds to emergent needs regarding community investment reporting and provides information to the data team and community impact officers to support changes made in the community impact indicators, based on contracts with community partners.
- Develops and delivers public presentations to various community stakeholders related to United Way goals, investment process and other topics as identified.
- Leads and/or collaborates with others on special projects that support United Way's goals.

### Competencies:

- **Relationship Skills:** Ability to establish and maintain good rapport and relationships with community partners, volunteers, and coworkers.
- **Technical aptitude:** Ability to relate to topics that require specialized knowledge and understanding.
- **Teamwork:** Ability to work effectively with members of departmental and cross functional teams to meet a variety of simultaneous needs and requests.
- **Consensus building:** Ability and willingness to interact with others from diverse backgrounds and populations resulting in group solidarity or an agreement or solution.
- **Accurate:** Ability to produce error-free work and consistently meet quality objectives.
- **Analytical skills:** Ability to develop information and raw data into meaningful conclusions.
- **Organized:** Ability to be structured and methodical in working skills.
- **Time management:** Ability to effectively use available time for the completion

- **Decision Making:** Ability to evaluate information and select an effective suitable course of action using sound judgment.
- **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 prepare presentations and professionally present information regarding investment procedures and processes.
- **Self-motivated:** Ability to reach a goal and perform tasks with little or no supervision when applicable.

**Education:**

- College degree in human services or related field.

**Experience/Other Requirements:**

- Two to five years of work experience related to overseeing investments, contractual or grant compliance requirements.
- Budget development and monitoring experience
- Meeting facilitation skills
- Experience interacting with boards and committees
- Building relationships with non-profit partners and/or community stakeholders
- Strong proficiency in Microsoft Office applications including Outlook, Word, Excel, and PowerPoint; preference for database management experience.
- Solid mathematical skills
- Strong ability to focus on attention to details

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.