

POSITION TITLE: Manager of Community Impact & Grants
REPORTS TO: President & CEO
SUPERVISES: Prosperity Center staff, AmeriCorps members, interns, and volunteers (as available)
POSITION TYPE: Full-Time
FLSA: Exempt

ABOUT UNITED WAY OF FREDERICK COUNTY

United Way of Frederick County (UWFC) fights for the health, education, and financial stability of every person in Frederick County. UWFC identifies local needs, collaboratively develops solutions, raises resources, mobilizes volunteers, and engages in public policy advocacy in order to improve lives and strengthen our community. To accomplish far more than anyone could alone, UWFC partners with global, national, and local businesses; nonprofit, government, civic, and faith-based organizations; along with many other caring community members.

UWFC produces the *ALICE (Asset-Limited, Income-Constrained, Employed) Report*, which shows that more than one in three households in Frederick County cannot afford basic necessities. Through the Prosperity Center, UWFC offers Pathway to Financial Stability programs, including free tax preparation and matched savings to support the purchase of reliable transportation and a safe home.

GENERAL DESCRIPTION / POSITION SUMMARY

The Manager of Community Impact & Grants works collaboratively to change lives for the better and create lasting impact in our community. They serve a critically important role in UWFC's work by managing the programs and resources that help more Frederick County community members lead healthy lives, achieve their full potential through education, and become financially stable and independent. As part of a dedicated team of UWFC professionals who value diversity, equity, and inclusion, they make Frederick County a better place for everyone.

KEY RESPONSIBILITIES & DUTIES

Strategy, Communications, and Advocacy

- Execute pertinent components of UWFC's Strategic Plan and provide input on revisions.
- Lead the preparation, dissemination, and use of the *ALICE Report* as a fundamental community resource.
- Collaborate with colleagues to raise awareness of UWFC's work by sharing success stories and contributing content to communicate impact.
- Facilitate the development of UWFC's Annual Advocacy Platform and plan, execute, and evaluate advocacy efforts.

Program, Event, and Volunteer Management

- Supervise Prosperity Center staff and support their work to meet or exceed goals for the Prosperity Center and its Pathways to Financial Stability.
- Routinely collect data and measure results and proactively adjust, as needed, to improve the effectiveness and efficiency of current efforts. Evaluate the viability of efforts.

Program, Event, and Volunteer Management (Continued)

- Collaborate with colleagues to develop annual budget for community impact work and ensure operations remain within budget.

- Manage volunteer engagement opportunities, including overseeing Prosperity Center programs and supporting Stuff the Bus, to meet impact objectives.
- Manage the activities of the Community Impact Committee, Advocacy Committee, Prosperity Center Steering Committee, and RUN Steering Committee.

Community Collaboration

- Support local nonprofits by informing them of the ALICE Report and UWFC partnership opportunities, and then coordinating the application review, distribution, tracking, and reporting processes as needed.
- Develop and manage Memorandums of Understanding (MOUs) for current and future collaborations with other organizations.
- Participate in at least three external groups to support community efforts and improve our impact results.

Resource Development

- Support other fundraising efforts by framing impact work as an investment opportunity and sharing information on community impact goals, activities, required resources, and results.
- Identify grant opportunities and manage the application, tracking, and reporting processes.
- Coordinate with colleagues to secure sponsorships for programs and events.

KEY INTERACTIONS

UWFC staff, interns, and volunteers, Board of Directors, Community Impact Committee, Advocacy Committee, Resource Development Committee, Prosperity Center Steering Committee, Day of Action Steering Committee, and other community and nonprofit partners.

QUALIFICATIONS & SKILLS

- Commitment to promoting an inclusive environment that respects and values all people.
- Bachelor's degree or equivalent combination of education, training, and experience.
- Five or more years of experience working at (or with) nonprofit organizations.
- Personnel management/supervisor experience preferred.
- Experience developing community impact strategies based on an understanding of community needs, awareness of organizational and community resources, and knowledge of best practices.
- Experience advocating for community change at a city, county, and/or state level.
- Demonstrated success with program, event, and volunteer management.
- Experience developing and implementing community collaborations and working with individuals and organizations to accomplish community-wide goals.
- Experience conducting or supporting resource development activities.
- Experience in grant application, review, tracking, and/or distribution processes.
- Excellent writing/speaking/listening skills required; public speaking experience preferred.
- Strong interpersonal and consensus-building skills; comfort with initiating and managing relationships with internal and external partners, including staff, Board members, volunteers, donors, and consultants.
- Ability to work independently, collaboratively, and with cross-functional teams.
- Ability to assume responsibility for completing projects on time and on budget.
- Ability to gather data, analyze problems, and then develop and implement creative solutions.
- Discretion to manage sensitive and confidential information.
- Proficient computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Must have a valid U.S. driver's license, reliable transportation, and the ability to carry 10 pounds.

This position offers you:

- ***Great starting pay that is commensurate with your skill level at \$70-75,000 annually!***
- ***An exceptional benefits package which includes paid vacation, 12 holidays, sick leave w/carry over, Health/Dental/Vision/Life Insurance, Retirement Plan with match!***
- ***Opportunity to work predominantly from home!***
- ***A meaningful role working with a team of seasoned nonprofit professionals that are making an impact every day in the Frederick community!***

****Applicants must live in the Frederick County area to be considered for this role.**

To apply, please send your cover letter and résumé to: melissa.myers@manpower.com

Application Deadline: June 11, 2023.