

Job Description

- Position: Director of Community Investments
- Reports to: Executive Director
- Objective: Provides oversight and leadership for United Way of Windham County's Community Impact initiatives and programs, including its Community Impact grant process. Provides collaborative opportunities for community partners to address shared outcomes related to health, opportunity, prosperity and education.

Essential Roles and Responsibilities:

- Work to advance the outcomes established by the HOPE Team and the United Way Board of Directors.
- Direct all activities related to the distribution of the Community Impact Fund.
- Use Results Based Accountability and other frameworks to evaluate and report results and activities.
- Review the performance of funded programs.
- Provide staff leadership to Community Investment Committee.
- Assist with writing and monitoring grants as needed.
- Bring multiple stakeholders to the table for discussion of community issues. Identify urgent /emergent social issues.
- Participate in community coalitions/committees to address issues critical to building a healthy community, including strategy development and engagement.
- Pursue partnerships/relationships between service providers, systems and funding streams to leverage investment dollars and intellectual equity.
- Attend and support regional funders' meetings and collaborate with regional funders on issues relevant to United Way's mission, as needed.
- Participate in strategic planning sessions to create vision and direction for priority area funding.
- Manage and supervise staff, interns, volunteers and/or other human resources as they become available.
- Work directly with the Community Investment Committee Chair and Executive Director.

Job Specific Experience and Qualifications:

- Organized, creative, highly analytical, excellent verbal and written communication skills effective in a broad diversity of audiences.
- Ability to work independently with minimal direction.
- High degree of authority and responsibility.
- High level of independent thinking, judgment and decision-making.
- Able to work as part of a team.
- Experience in bringing organizations and individuals together to work on shared issues.

- Working knowledge of outcomes.
- Knowledgeable about both state, federal and non-profit social services programs and community conditions.
- Able to learn new skills and instruct others.
- Bachelor's degree required.
- Strong computer skills: PowerPoint, Word, Excel and Outlook, Social Media, database systems.
- Strong presentation and public speaking skills.
- Five plus years in Human Services field preferred.
- A broad knowledge of and connections with the non-profit community.
- Ability to build and maintain relationships with a diverse population.

Brand Steward:

- Act with integrity and strong ethics to foster trust at all levels (personal, market and societal)
- Internalizes the meaning and commitment of United Way and consistently act according to its values and purpose.
- Demonstrate the value of the network; is a good system-citizen
- Accountable and transparent with all stakeholders.

Shared Responsibilities:

- Act as a United Way of Windham County ambassador.
- Participate in organization-wide events as appropriate, such as volunteer engagement, fundraising, or awareness-raising opportunities.
- Demonstrate ability to work effectively and as part of a team, including but not limited to: answering the phone, office maintenance, and excellent customer service.
- Must have reliable transportation and willingness to travel throughout Windham County.
- Must be able to lift over 40 pounds.
- Perform other duties, special projects and responsibilities as required.
- Must be willing and able to work outside the 8:00 AM to 5:00 PM timeframe.
- Must have valid driver's license and daily access to reliable transportation.

Diversity and inclusion are at the heart of what it means to LIVE UNITED and advance the common good; to be a diverse and inclusive system is fundamental to achieving our mission and vision. United Way of Windham County is committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the organization.

To apply send cover letter, resume and three references to: info@unitedwaywindham.org or to United Way of Windham County, P.O. Box 617, Brattleboro, VT 05302. No phone calls, please.