



**United Way
of Greater Greensboro**

POSITION DESCRIPTION

JOB TITLE:	Community Impact Specialist
DEPARTMENT:	Community Impact
LOCATION:	United Way of Greater Greensboro
REPORTS TO:	Senior Director Strategic Partnerships
FLSA STATUS:	Exempt
UPDATED:	November 2022

POSITION SUMMARY:

The Community Impact Specialist is responsible for a variety of administrative, logistical, and program service tasks that support the daily functions of UWGG grant allocation operations and processes. The ideal candidate will carry out job duties with an emphasis on attention to detail, respect for sensitive information and confidentiality, and have an ability to complete tasks with minimal oversight and a high level of independence. This individual will be able to prioritize dynamic workloads, provide excellent customer service, propose solutions, communicate effectively, and work collaboratively across the organization. This position will work with volunteers, community partners, staff and government organizations to support United Way's intentional role of community building activities and investments that focus on preventing problems and strengthening assets to achieve the mission of improving lives.

ESSENTIAL FUNCTIONS:

- Provide support to grant applicants and review committees and tending to community relationships in order to create a more equitable, accessible and evolving grants program
- Provide administrative and logistical support for meetings, create and maintain organized document management system; and ensure volunteers have tools and resources needed for making investment recommendations.
- Maintain our grants database, which includes creating application and progress report packages, generating reports, and managing user accounts. Ensure that all application and related review systems are updated and accessible.
- Attend to/Support the application process from beginning to end; screen for eligibility, enter data, and coordinate decision notifications.
- Develop communications for stakeholders, constituents and UWGG team members based on current CII project and initiative statuses.
- Manage assigned UWGG Community Investment and Impact Initiatives, as assigned by supervisor, to include working with other UWGG staff
- Proactively respond to grantees and maintain relationships with agencies and community leaders related to programs funded.

- Assist supervisor in providing technical support to agencies and other non-profits in program development, establishing program evaluation metrics, grant writing, and completing funding application and evaluation packages.
- Monitor related community services and needs; research and analyze statistics and trends. Represent United Way on community-wide coalitions and task forces and report findings to UWGG and volunteer leadership.
- Contribute to organizational fundraising efforts.
- Other duties as assigned, including participating on internal committees, collaboration with other Community Impact staff and other UWGG departments to ensure consistent approaches and processes.

KEY COMPETENCIES:

- Ability to conceptualize and develop strategies to solve social problems
- Strong leadership and group facilitation skills
- Organizational and structural knowledge of non-profits
- Strong problem-solving skills
- Ability to take initiative
- Effective organizational and multi-tasking skills
- Strong research and data gathering skills
- Ability to work with a diverse group of people while building relationships
- Good written and oral communication and presentation skills
- Team player
- Attention to detail
- Knowledge of community services and delivery systems

EDUCATION AND OTHER REQUIREMENTS:

- Bachelor's degree required
- Grant writing, project management and/or training experience preferred
- PC Skills – Microsoft Office products (intermediate), internet research