

Title: Impact & Investment Coordinator
40 hours/Exempt



Reports to: Director of Community Impact & Director of Resource Development

Position Summary:

This cross-functional role helps advance United Way's goals. They are responsible for researching community-wide issues and providing relevant data to support UW's funding model. The Coordinator will support the annual fundraising effort, specifically with workplace campaigns. They must be results-oriented, high energy and inspiring.

Essential Job Duties and Responsibilities

Impact

Under the direction of the Director of Community Impact, the Coordinator will:

- Support the organization, partner agencies and the community with collective action-related research and evaluation, data analysis, technical support and capacity building techniques to ensure the investment achieves desired impact.
- Develop a deep level of understanding of community needs and resources.
- Research best practices and solutions as related to education, financial stability, health, and basic needs:
- Provide support for grant management and the funding process.
- Assist with recruiting, retaining and recognition for the organization's volunteers.
- Conduct presentations to key community groups, workplaces and other opportunities.
- Other duties as assigned

Investment

Under the direction of the Director of Resource Development, the Coordinator will:

- Assist local employers in the planning, implementing, conducting and closing successful United Way workforce campaigns.
- Serve as United Way representative and ambassador, conveying the needs of the community to encourage individual contributions, advocacy, community and volunteer involvement.
- Provide the excellent customer service and professionalism to assigned accounts. Build and maintain healthy and supportive working relationships with stakeholders.
- Assist with the planning and execution of events and meetings.
- Assist Employee Campaign Coordinators and committees with all key campaign elements to ensure successful workforce campaigns.
- Track and report campaign progress and results. Maintain current, detailed records of all campaign activities in the customer relationship software system.
- Order and deliver campaign materials.
- Collect and report campaign contributions.
- Meet or exceed job competencies on a consistent basis.
- Other duties as assigned

Qualifications

- Required: Bachelor's degree and one year minimal experience working in nonprofit, social services or other related area.

- United Way experience is helpful. Knowledge of the community and bilingual is a plus.
- Excellent public speaking and written communication skills.
- Proficiency in Microsoft Office (*MS Word, PowerPoint, Excel*)

Required Knowledge and Skills

- Must have a valid driver’s license, automobile insurance, and a reliable vehicle.
- Must be able to manage a variety of projects and programs and able to analyze, interpret and prepare data for internal and external use.
- Able to effectively organize and present information in group settings to instill confidence and increase overall engagement.
- Able to work effectively both independently and collaboratively.
- High-energy individual with a positive outlook.

Physical Demands / Work Environment

- Constantly uses vision abilities including: close vision, distance vision, color vision, peripheral vision, depth perception , and ability to adjust focus
- Frequently exchanges information in person and/or in writing via telephone and computer
- Employee is regularly required to sit, stand, walk, reach with hands and arms, talk and hear.
- Frequently operates a computer and other office machinery to compile and retrieve information, etc. to draft and write, to handle paperwork
- Occasionally positions self to reach files, binders, etc. above the head and/or near the floor
- Occasionally must lift and/or move up to 25 pounds
- Occasional work outside of normal business hours.
- Periodic travel is required.

The information in this job description is designed to indicate the general nature and level of work performed by the employee and does not list all duties of the specific job. This is not a contract for employment. United Way of Greater Baytown Area & Chambers County, MD is an at-will employer. This job description may be revised by your employer any time.

I have read and understand my job description and the workplace competencies.

Print Name: _____ Date: _____

Signature: _____