

POSITION DESCRIPTION			
Title	Vice President	Department	Community Investments
Reports To	President & CEO		
Summary	<p>The Vice President of Community Investments contributes to the United Way of the Coastal Empire’s mission by directing community Impact strategies, developing, supporting, and when appropriate taking a lead role in partnerships through-out the four counties we serve; building trust and strong relationships; facilitating planning, decisions, and action; fostering constant communication; connecting and aligning strategies and resources; fostering innovation through the use of shared data, measurement, and accountability; and performing other duties as assigned by the President/CEO.</p>		
Employee Expectations	<p>United Way is synonymous with charitable service and strives to positively impact the issues people care most about in our community. All United Way employees are critical to our work and expected to present the best image of our organization as they represent the United Way in our community. All employees are expected to accept their responsibilities, adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times.</p>		
Position Requirements & Qualifications	<ul style="list-style-type: none"> ▪ Minimum Bachelor’s degree and 5 years related experience in nonprofit sector (preferably human services or related field) with increasing responsibility including a minimum of 2 years of management experience. ▪ Proficiency in Microsoft Office® suite required and experience with e-C Impact™ grant management software preferred ▪ Strong leadership skills; ability to act as a convener, connecting and aligning programs, assets, people, and resources to help move key strategies forward ▪ Excellent verbal and written communication skills; comfortable presenting one-on-one and in groups, persuasive and inclusive, fostering engagement and building trust through transparency and consistency in communication to internal and external partners and stakeholders ▪ Experience with program development and grant management to include: outcome measurement/program evaluation and human services planning; ability to analyze, summarize, and use quantitative and qualitative data ▪ Experience working with and supporting volunteers 		
Essential Job Responsibilities	<p>Internal Leadership</p> <ul style="list-style-type: none"> ▪ Develops and sustains a high functioning Community Investments staff; provides direct supervision, and initiates and supports staff development opportunities; is responsible for the development and implementation of the department’s annual work plan and the evaluation of staff performance based on its objectives; is accountable for the department’s goals in support of the strategic plan; develops and manages department budget, resources, space allocation and functional supports; serves as lead administrator of e-C Impact™ grant management software system ▪ Designs and facilitates the annual process through which United Way invests resources in programs and services, ensuring transparency, efficiency and effectiveness ▪ Works collaboratively with Resource Development and Marketing teams in educating the community about United Way’s purpose and value; develops content to promote issue area outcomes and opportunities for engagement by corporate and individual donors, as well as the broader community. 		

	<ul style="list-style-type: none"> ▪ Volunteers and actively participates in United Way projects, special events, cross-functional teams or workgroups that support the entire organization <p>External Leadership</p> <ul style="list-style-type: none"> ▪ Cultivates and stewards relationships with nonprofit partners, and community, public sector and corporate leaders to build capacity and resources to support United Way’s community impact work ▪ Recruits, trains and supports Community Investment Volunteers for United Way’s annual program investment process ▪ Recruits, trains and supports leadership volunteers of the Community Investments Committee – a standing committee of the United Way Board of Directors – to oversee United Way’s community impact agenda; facilitates one-to-one, small group and full committee meetings to develop relationships, resources and opportunities that advance the committee’s work; represents committee at Board meetings ▪ Actively seeks opportunities to collaborate with community boards, coalitions, and forums to identify and understand community issues, and foster engagement, investment and advocacy in support of United Way’s community impact agenda ▪ Performs other activities and duties, as assigned by the President/CEO
<p>Traits & Distinguishing Characteristics</p>	<ul style="list-style-type: none"> ▪ Duties require a high-level of personal accountability for decisions, actions, and results achieved and a commitment to quality in every task. ▪ Must be highly organized, able to plan and think strategically, using sound judgement and maintaining a high-level of accuracy and attention to detail ▪ Must be innovative, willing to take risks when appropriate to achieve results to meet goals and able to adapt quickly to changing environments ▪ Must have exceptionally high standards of integrity and confidentiality; accessing and using confidential data with discretion, sensitivity, maturity and judgment. Acting with integrity and ethics to foster trust at all levels. ▪ Must be outwardly focused, able to share power and decision-making, effectively lead change and inspire team-work and action in others
<p>Physical Demands</p>	<ul style="list-style-type: none"> ▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone; requires talking, hearing and visual acuity sufficient to perform these major functions ▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials
<p>Status</p>	<p>Exempt</p>