



Job Title: Community Impact Specialist

Reports to: President and CEO

Classification: Full Time – after hours required work on occasion

Purpose of the Position:

The Community Impact Specialist is responsible for identifying, cultivating, and developing high-functioning nonprofit partners, delivering innovative and collaborative solutions into which UWOC can invest. This position will coordinate capacity-building offering that support UW impact areas and UWOC initiatives. While the primary role of this position will revolve around programs and impact projects, this person will also be responsible for a number of additional and administrative tasks.

Community Impact Job Responsibilities:

- Provide vision, energy and passion for United Way of Orange County's mission, values and integrity in all aspects of the job.
- Serve as the liaison to community nonprofits, with productive and positive relationships.
- Oversee the program grant application process (applications, portal site visits, grant request presentations, etc.) for funding to partner agencies, including supplemental reports.
- Collect quarterly reports, documenting progress of all funded programs and results report for impact projects.
- Provide support to the Impact and Allocations Committees and all sub-groups.
- Proactively respond to grantees and maintain relationships with agencies and community leaders related to funded programs and projects.
- Manage all documentation related to program and impact grants.
- Provide administrative and logistical support for Agency Evaluation Committee (prepare agenda, post reports on portal, conduct follow-up, and develop minutes.)



- Coordinate (and facilitate if necessary) nonprofit meetings and training sessions.
- Continuously collect qualitative and quantitative data from funded programs and impact projects.
- Regularly look for ways to improve application and reporting processes, including achieving measurable results.
- Provide support to grant applicants and review committees.
- Create reports and graphics to accurately tell our story with impact.
- Maintain resource list for print and digital presentation.
- Perform marketing tasks including maintaining UWOC website, social media postings, and email newsletter.
- Contribute to organizational fundraising efforts.
- Assist in strategy, coordination and execution of special events.
- Maintain confidentiality of donor data and other highly sensitive information.
- Assume other tasks and responsibilities as assigned by the President and CEO.

Administrative Responsibilities and Other Duties:

- Answer incoming phone calls.
- Take and type meeting minutes as needed
- Administer directed communications with Board.
- Set up for meetings.
- Carry out administrative duties such as filing, typing, copying, proof-reading, binding, scanning, shredding, etc.
- Manage organization in storage room and breakroom.
- Make travel arrangements, such as booking flights, cars, and making hotel reservations.
- Provide excellent customer service and professionalism at all times.
- Engage in learning opportunities as available.
- Meet or exceed job competencies on a consistent basis.
- Maintain loyalty to UWOC organizational policies and procedures.



- Maintain professional and organizational standards while representing UWOC within external community.
- Display professional appearance.

Knowledge, Qualifications, Skills, and Abilities:

- Positive attitude and willingness to commit to the values of the organization
- Ability to work in a fast-paced environment
- Demonstrated professionalism with a strong work ethic
- Excellent interpersonal skills to establish, build, and maintain effective working relationships
- Strong written and verbal communication skills (spelling, punctuation, sentence structure and writing are essential), including public speaking and presentation skills
- Exceptional attention to detail with organizational and follow-up skills to provide ability to manage several projects simultaneously through completion
- Strong analytical skills to analyze donor information, plan, and set goals and objectives
- Solid proficiency with commonly used software including Microsoft Word, Excel, Outlook, and PowerPoint; some graphic design skills (Canva) preferred
- Strong customer service skills
- Excellent time management skills and the ability to prioritize work
- Effective critical thinking and problem-solving skills, with independent judgement and decision-making ability
- Motivated team player willing to work together to accomplish goals
- Occasionally must lift and/or move up to 40 pounds
- Occasional flexibility to work longer hours, evenings and weekends as needed

Requirements:

- High school diploma or equivalent, Bachelor's degree is preferred



- Valid driver's license and proof of auto insurance
- Must pass a background check

HOW TO APPLY:

Send a cover letter (explaining how you meet/exceed the desired knowledge, qualifications, skills, and abilities outlined in this job description) and resume to ceo@uwoctx.org with the title "Applicant for Community Impact Specialist" in the subject line of the email. No phone calls or faxes accepted.

The position is open until filled.

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. The individual selected will be assigned other duties. This is not a contract for employment. United Way of Orange County is an at-will employer. This job description may be revised by your employer any time.

United Way of Orange County is committed to the principles of equal employment opportunity and compliance with all federal, state, and local laws concerning employment discrimination. To this end, we ensure equal opportunity to all employees and applicants regardless of race, color, religion, gender, sexual orientation, gender identity or gender expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.