

UNITED WAY OF MASSACHUSETTS BAY

Job Description

About Us:

United Way draws on its 70-year history and reputation to forge groundbreaking partnerships with government, business and other foundations. Working with key partners, we facilitate the mutual exchange of research and best practices, so that proven strategies shape our work and the work of nonprofits in the region. To make the greatest impact possible, United Way aligns a network of more than 200 independent health and human service under the same set of community goals:

- Children will enter school ready to learn.
- Youth will have adult guidance and positive options for the future.
- Families will have safe permanent homes, and the financial know-how to build better futures.

Our objective is to get at the root causes of problems and find lasting solutions that build a better life for us all. **Together**, we will make this region the best place in the country for children and families.

POSITION TITLE: Director, Community Impact
DIVISION: Community Impact (CI)
REPORTS TO: Vice President - Community Impact
STATUS: Exempt, Full-time

POSITION OVERVIEW:

Work with volunteers, community residents, and staff to further UWMB's mission and increase its investment in community building activities that focus on preventing problems, strengthening local assets and increasing neighborhood leadership. Staff volunteer committees which review and make funding recommendations regarding human service organizations affiliated and/or partnering with UWMB, serving as primary liaison to these agencies. Build relationships on behalf of UWMB with key community leaders and constituents. Participate in planning and implementing Community Impact Division priorities, projects and initiatives to build on community assets that address community concerns/needs. Assist UWMB's efforts to keep abreast of community and neighborhood issues. Represent UWMB in community meetings and forums.

Applicant will be expected to have experience in issues relating to "Healthy Child Development" (HCD). This term is utilized by UWMB to include the constellation of factors necessary to enable families and communities to ensure that all children are healthy, safe, nurtured, and ready to succeed when they enter school. The focus is on children birth through 6 years.

KEY RESPONSIBILITIES:

Healthy Child Development (HCD) Issue Area Knowledge:

- a) Assume content leadership role in prioritizing HCD objectives, strategies and community impact targets as a member of the HCD Team
- b) Assist in development of HCD impact area funds distribution strategies:
 - Manage allocations including ongoing, venture and new program funding for targeted issue area investment priorities
 - Help formulate and articulate funding priorities for each funding cycle
- c) Agency and community relations:
 - Continue CI's attention to agency audits and financial stewardship
 - Facilitate discussions regarding development of HCD community goals and community agenda

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- Identify gaps in UWMB's service response in HCD impact area and initiate new relationships or programs to address (internal/external)
- d) Facilitate partnership, stakeholder, volunteer and agency portfolio management activities
- e) Explore implications of public policy for the HCD impact area and recommend UWMB positions
- f) Work with internal/external resources to help develop and implement effective volunteer strategies (including working with community partners, volunteer recruitment, event planning, volunteer training, and program evaluation) to align with goals of four CI impact areas.
- g) Special projects and initiatives as assigned

REQUIREMENTS:

- Bachelors Degree in Early Childhood Education, Human Development, Human Services or related field required
- Masters Degree preferred
- Five to seven years proven experience and success in critical need area of Healthy Child Development to include: experience in early childhood education (teaching/administration), public policy, program development and evaluation, strategic planning and analysis.
- Experience in working with low-income communities and other diverse groups, with the ability to build and sustain productive relationships with diverse individuals, groups, organizations and communities
- Demonstrated experience in planning and implementing community based initiatives and programs that included volunteer resource management preferred.
- Ability to build consensus, collaborate with and convene multiple partners in efforts that produce specific deliverables and demonstrable outcomes
- Ability to meet aggressive deadlines and handle multiple priorities
- Proficiency in attending to detail with ability to organize, prioritize and effectively contribute within team setting
- Excellent analytical ability and superior problem-solving skills
- Excellent communication, interpersonal, listening, writing and facilitation skills
- Familiarity with request for proposal (RFP) process preferred.
- Ability to take concepts through project management to completion with little supervision.
- Knowledge of current early childhood research, local and national issues and trends preferred
- Strong financial management skills preferred; specifically in the areas of budget and financial report analysis.
- Basic MS Office skills and experience required.
- Commitment to excellence and the mission of United Way!

To Apply Go To:

<http://www.interviewexchange.com/candapply.jsp?JOBID=9065>