



Job Title: **Vice President of Community Impact**

Reporting To: President/CEO

Pay Type: Salary

Department: Community Impact

Salary: \$45,000.00

DOL Overtime Status: Exempt

Employment: Full Time

Supervises: Manager Community Engagement & Marketing,
Prosperity Campaign Resource Manager, Volunteers.

EEOC Class: Professional

Benefit Class: Eligible in accordance with existing policy

PURPOSE OF POSITION:

Responsible for directing the operations of Community Impact Department including oversight and management of annual allocations process, Outside Agency Funding, Emergency Food and Shelter Program, and other funding as necessary. Oversees the online Volunteer Resource Center, Get Connected and effective 2-1-1 services. Manages and Directs staff/volunteers regarding the Prosperity Campaign and Educational programming.

MAJOR AREAS OF RESPONSIBILITY:

Community Impact

1. Support work of lead volunteer committee(s) and President & CEO in development and implementation of United Way's Community Impact Agenda
2. Develop partnerships with various organizations and stakeholders that have the capacity to deliver best practice approaches to identified issues and can contribute to measurable outcomes
3. Ensure ongoing donor input and maximum return on donor investments
4. Participate in the development and support the implementation of funding plans designed to generate support for programs designed to achieve desired outcomes
5. Support UWPC's investment review process and manage partner agreements with regard to all appropriate funding sources (including internal UWPC funds, special initiatives, Pasco County Outside Agency Funding, EFSP), Publix Emergency Fund, Emergency Financial Assistance Program
6. Oversee, manage, and update online software for applications, reporting and community data tracking via E-CImpact electronic community impact grant software.

United Way 2-1-1:

1. Ensure that 2-1-1 is providing high-quality information and referral services
2. Oversee staff that is primary interface with Heart of Florida United Way for 2-1-1 purposes to ensure that data and information is up-to-date

Prosperity Campaign:

1. Provide support to UW Prosperity Campaign Committee in its work to develop a Financial Stability initiative for Pasco County
2. Support recruitment, training, and assignment of volunteer tax preparers and site coordinators, ensuring adequate coverage of sites, and coordinate activities with United Way 2-1-1 call center
3. Develop and maintain databases needed to compile volunteer information
4. Secure sites and maintain equipment and materials needed

5. Work in partnership and coordinate activities with the IRS and AARP to maintain quality and advance penetration of assistance to targeted populations
6. Develop and implement communication strategies and materials in coordination with the Director of Resource Development and Marketing
7. Prepare statistical reports and analysis of individuals served

Volunteer Management:

Work with UWPC Directors and community partners to assess volunteer staffing needs and match specific volunteers to need areas. Maintain contact with volunteers to assess the suitability of projects/placement and make needed revisions.

Maintain listing of volunteer events and opportunities through the United Way online volunteer resource center Get Connected.

Promote volunteer opportunities and recruit needed volunteers by employing various community outreach activities.

Develop and maintain job descriptions for volunteer positions at United Way and for specific events.

Oversee the work of Manager of Impact Initiatives with regard to successful implementation and operation of an online volunteer resource center.

Minimum Qualifications:

- Bachelor's degree in human services, social work, nonprofit management, business, or related field
- 5 years experience managing and directing people and/or volunteers.
- Proficient in Microsoft Office - Word, Excel, PowerPoint, Outlook
- Experience in contract management, grant writing, human services programmatic leadership/management
- Possess and demonstrate excellent organizational and time management skills
- Valid FL Drivers License and reliable transportation.

Preferred Qualifications:

- A master's degree in similar areas and prior experience with United Way is preferred.
- Intermediate level experience with Microsoft Office – Word, Excel, PowerPoint.
- Computer proficiency with database experience.
- Additional experience with various office equipment including but not limited to: copiers, fax, printers, phone/voicemail system.
- Exceptional written and verbal communication skills.
- Strong detail and organizational skills preferred.

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Date _____