



Position: Community Impact Director, Financial Stability
Reports to: Vice President – Community Investments
Type: Full Time, Exempt

Summary: The Community Impact Director, Financial Stability oversees and implements UWMC's asset building and affordable housing programs through partnerships, grant making, direct service, and advocacy. The incumbent will serve the needs of diverse communities by being a leader in providing promising community programs that target underserved populations and communities. This position will prioritize equity by supporting historically and socially disadvantaged communities to be economically self-sufficient, with more opportunities for prosperity. In addition, the incumbent will include, collaborate and co-create with program beneficiaries on program design and implementation. These programs and services are supported by grants from foundations, government contracts, corporate and individual donors.

SCOPE OF WORK

- Program management including start up, implementation, monitoring, evaluation, contract compliance and reporting
- Budget development, management and oversight to ensure timely and effective use of funds
- Fund development to sustain and scale programs
- Supporting grant writing and contract renewal
- Ensuring that programs collect measurable, disaggregated and meaningful data, prioritizing equity goals and strategies based on this information
- Management support for three direct reports
- Supporting program marketing, outreach, tabling events and the development of educational materials
- Grant making and grant management
- Volunteer recruitment, management, retention and training
- Partner development to support collaborative and complementary strategies
- Event planning and coordination
- Support United Way operations, outreach and fundraising
- Other duties as assigned

PROGRAM PORTFOLIO

CalWORKS Community Service Program

- Countywide case management, community service referrals and workforce development program serving recipients of CalWORKS cash aid.

Financial Literacy Education

- Workshops to build skills needed to move out of poverty and achieve long-term goals such as increased savings, education, and career advancement.

Volunteer Income Tax Assistance (VITA)

- Volunteer run program located at community locations throughout the County helping low income residents complete tax returns and receive tax credits.
- Support volunteer training.

Housing Stability Program

- Oversees and supports grants to community agencies providing case management, housing navigation and financial support to low-income residents to help them find housing and stay housed.

Asset Building Initiatives

- Actively engages in other community initiatives and grantmaking that support affordable housing and asset building.

FUNCTIONAL COMPETENCIES

- *Strategic Community Collaborator* - Engages diverse stakeholders to accurately and effectively assess community needs and with credibility, authenticity and humility strategically guides United Way to contribute to Monterey County's priorities.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external.

GENERAL UNITED WAY COMPETENCIES

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- *Brand Steward* – Steward of the United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

REQUIREMENTS

- Bachelor's degree
- Minimum three years of related experience
- Supervisorial experience (minimum two years)
- Budgeting and social service management experience
- Excellent oral and written communication skills
- Excellent organizational skills and attention to details
- Self-motivated, able to work as both a team member and individually.
- Partner development, community engagement and outreach skills
- Proficient in use of Microsoft Office Suite applications and willingness to learn database software
- Ability to lift and carry up to 35 pounds
- Possession of a valid driver's license and a reliable automobile
- Travel by car throughout Monterey County, daily or weekly as needed
- Willingness to work nights and weekends on occasion

PREFERRED QUALIFICATIONS

- Case management experience
- Bilingual/Biliterate English/Spanish
- Using data to improve outcomes
- Master's degree in social work, education, public administration or other related field

Salary: \$83,200-104,000 depending on experience. *Salary Grade 8*

Benefits: Benefits include healthcare, dental, vision, 403B retirement plan with 3% employer contribution and up to 3% match, disability, life and generous paid time off and holiday policies.

To Apply: Interested applicants are encouraged to submit a cover letter and resume by email to Tina.Engquist@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.