

## **Director, Community Impact & Investment**

The United Way of Okaloosa-Walton Counties is seeking a community-focused, energetic professional to join a high-energy team to make a difference in this community. Our ideal candidate is an innovative self-starter who thrives in a fast-paced environment.

### **Position Summary**

The Director, Community Impact & Investment (CI&I) contributes to the achievement of United Way's mission and vision by providing community and organizational leadership that will ensure United Way invests resources in agencies, programs, services and community initiatives that have measurable impact for people and communities. Additionally, the Director will manage a portfolio of Leadership Givers as well as potential Leadership Givers with emphasis on building individual relationships and increasing gift levels. The Director will also identify and engage loyal donors at all levels to develop a pipeline of donors for endowment support and planned giving

### **Essential Duties and Responsibilities**

Process Management:

1. Manage collaborative meetings with community partners in United Way goal areas
2. Oversee community partner reporting on progress and use of United Way funding
3. Meet with partners individually and/or in small groups as needed to advance goals
4. Identify current projects to target resource development efforts
5. Guides community investment team and facilitates investment processes
6. Report CI&I progress monthly to CEO/staff/CI&I Committee, Board
7. Meetings: CEO, Leadership Team, Staff, CI&I Committee, Board
8. Coordinate with CEO, the communication of work group progress to the community via social media, print media, email, and other appropriate outlets
9. Evaluate current CI&I structure to determine effectiveness and work with stakeholders to implement changes as needed
10. Represents the organization in a wide range of community projects and initiatives

Donor Cultivation:

1. Cultivate a defined portfolio of Leadership Givers under supervision of the Director of Resource Development
2. Create & implement stewardship and recognition programs to increase giving levels and loyalty
3. Track & engage lapsed donors
4. Develop and implement a comprehensive donor communications plan (including gift acknowledgements, newsletters, surveys, donor appreciation, updates and year round appeals)
5. Educate and engage donors in volunteerism

### **Competencies**

The Director, Community Impact & Investment must model competencies expected of all United Way staff:

- Mission Focused. Employee's top priority is to create real social change that leads to better lives and overall community well-being. This drives employee performance and professional motivations.
- Relationship Oriented. Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

- Collaborator. Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Results Driven. Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies & innovations for investment and impact.
- Brand Steward. Employee is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.
- Role Model. Employee is a role model for shared leadership and advocates for collective impact principles and processes.

## **Values**

The Director, Community Impact & Investment must model and support the values of the organization:

- Results driven, innovative, passionate and committed to the mission of the United Way.
- Commitment to Community Success. Make a positive difference and have a measurable impact of enduring consequence.
- Co-leadership. Empower others and act as a catalyst for promoting positive change in our community.
- Inclusiveness. Aspire to involve every segment of the community in every aspect of work.
- Integrity and Accountability. Act with integrity that justifies trust.
- Innovation. Value innovation in community building to affect positive change.

## **Experience and qualifications**

- Ability to provide leadership to, recruit, manage, develop and motivate staff and volunteers
- Strong interpersonal, oral and written communication skills with an ability to relate to a diverse group of individuals or organizations in an effective manner
- Ability to work independently as well as in a team environment
- Relationship building and donor relationship building or comparable high level account management experience

## **Requirements**

- Bachelor's degree in Communications, Public Relations, Marketing, Business, or other relevant field required and at least 3 years' experience in community relations or social work
- Strong leadership skills
- Strong relationship building skills
- Strong computer skills with proficiency in Microsoft Office Suite
- Strong database management skills, preferably with fundraising software, including inputting data, running reports and analyzing results
- Strong customer service skills
- Social Media (Facebook, Twitter, LinkedIn, etc) experience a must