

**Position: Vice President of Community Impact**

Reports to: President / CEO

Position Status: Full Time, Exempt, EOE

**Scope of Position:** United Way of Larimer County is seeking a dynamic, data-driven, change maker to refine our community funding model and develop programming and policies that will lead to measurable results on indicators related to Education & Youth, Financial Stability, Community Engagement and Nonprofit Excellence within Larimer County. The successful candidate will increase innovation, accountability and capacity within the local nonprofit community while adding value to each agency and organization that works with United Way.

Reporting to the President/CEO and serving as the head of the Community Impact department, the Vice President of Community Impact will lead organizational efforts to establish the United Way as a valuable resource to the entire Larimer County nonprofit community. He/she will be/become a content and policy expert in the fields of Youth & Education and Financial Stability as well as a thoughtful and visionary leader that will develop and implement leading-edge grant processes and capacity-building programming. He/she will have expertise in performance measures and evaluation and will focus his/her work on defining, measuring and reporting indicators, outcomes and population level change within Larimer County.

**Essential Job Functions:**

**During the Vice President of Community Impact's first six months, he/she will be expected to:**

- Recruit, hire, evaluate and terminate staff, interns and/or consultants, as appropriate, and in keeping with budgeted personnel expenditures, to assist in accomplishing the tasks listed below.
- Finalize and implement a revised grant making process that prioritizes innovation, collaboration and specific, quantitative outcome measurements to distribute donor/corporate campaign dollars and funding raised by United Way of Larimer County.
- Collaborate with community agencies, consultants, trainers, funders and corporate entities to bring high quality training to Larimer County that is responsive to identified needs within the nonprofit community.
  - Develop and implement quarterly trainings, technical assistance and/or collaborative meetings that align with nonprofit survey results (survey conducted in January, 2018 to gauge nonprofit needs).
  - The VP will work with other United Way staff, interns and contractors to manage programming from start to finish for these events/trainings to include: dates, venues, budget, invitation/RSVPs, program, UW messaging, speaker recruitment and coordination, advertising and evaluation of trainings.

- Seek out opportunities for collaboration, efficiency and community support for United Way of Larimer County through partnerships, shared services and joint programming with public, nonprofit and private sector organizations.
- Research and implement or utilize existing technology to decrease funded agencies' time in completing applications and reports, while increasing donor reporting capacity.
- Solicit nonprofit leaders' feedback on United Way's impact in the community. Work to improve relations with nonprofits throughout the County and develop measures to track United Way of Larimer County's responsiveness to nonprofit needs.
- Evaluate current technology used for grant making, tracking and evaluation and make recommendations/implement systems that increase efficiency and drive down costs.
- Implement support for current collective impact groups to include meeting facilitation, minutes and meeting logistics/calendaring/agendas.
- Increase engagement of the business community with Community Impact by working with leadership team staff to recruit C-level staff to sit on a Grant Allocation Committee and the Community Impact Committee.
  - Sit on the Community Impact committee. Assist with recruitment of members, agenda development, volunteer information needs and all aspects of committee management.
  - Sit in on current Collective Impact Committee meetings and make decision on participation/facilitation moving forward.
- Oversee 2-1-1 program, including staff supervision.
  - Increase visibility for 2-1-1 in the community, make strategic decisions on involvement with the statewide network and fundraise for the program through grant writing and relationship building (expectation is that efforts will bring in a minimum of 50% of revenue needed to run the program by the end of FY2019).
- Oversee final transition of fiscal management of Colorado Reading Corps to Colorado Youth for a Change while preserving local presence and relationships with participating school districts.
- Oversee Emergency Food & Shelter Program grant including acting as a liaison with grantees, submitting necessary reports and managing information between funder and funded agencies.
- Develop specific, measurable goals for all major activities within Community Impact department. Track measures.
  - Ensure that grant allocations and programmatic expenses related to Community Impact activities (including 2-1-1) stay within budget.
  - Look for efficiencies, collaboration, cost-sharing opportunities, etc. to reduce costs and increase effectiveness.

- Work closely with Resource Development and Marketing & Engagement teams to ensure consistent messaging, information sharing and collaborative planning that strengthens United Way of Larimer County initiatives.
  - Collaborate with Marketing team to develop effective, clear messaging on Community Impact goals. Provide input and recommendations on communication channels for Community Impact work.
  - Work with Marketing to create a dashboard that showcases all of the groups/efforts/programming and direct service that United Way provides in Larimer County.
- Work with staff/consultants on the programming for the 60<sup>th</sup> anniversary event (Fall 2018) to showcase United Way of Larimer County's impact in the community during its history.
- Keep abreast of local, state and national policy issues related to Youth and Education and Financial Stability.
- Use the United Way Worldwide network/website to research best practices, effective messaging, profitable programming and new ideas.
- Play an active role on the United Way of Larimer County leadership team.
- Represent United Way of Larimer County at a variety of Chamber, community and volunteer committees that focus on United Way's priority areas.

**During the Vice President of Community Impact's first year, in addition to the duties above, he/she will be expected to:**

- Continue to use nonprofit and community feedback to develop and refine a comprehensive portfolio of products and services that are seen as highly valuable by nonprofit and public agencies throughout Larimer County, regardless of mission/focus.
- Led efforts on a community report to provide information on the use of campaign dollars for donors.
- Develop a robust system to evaluate the quality of agencies who receive funding from United Way of Larimer County.
  - Research opportunities to highlight nonprofit accountability/success.
  - Increase donor access to information on nonprofit efficiency/effectiveness.
- Oversee United Way of Larimer County's internal (performance measures) dashboard and reporting by departments. Make suggestions for improvements.
- Work in collaboration with public and nonprofit entities to create/share/improve reports and dashboards related to outcomes in the areas of Youth & Education, Financial Stability,

## Nonprofit Excellence and Community Engagement.

- Make presentations to the Board of Directors as requested.
- Evaluate additional staff needs for the Community Impact department, keeping in mind budget constraints.
  - Develop or oversee development of internship program for the Community Impact department.
  - Work with the Marketing & Engagement department on increasing the number of volunteers affiliated with the Community Impact department.
- Represent United Way of Larimer County as a community expert on United Way, outcome measurements and community engagement throughout Larimer County.
  - Provide presentations to the Board of Directors and throughout the community as needed.
  - Write monthly articles, at times in collaboration with funded agencies, on the work of United Way.
  - Represent the CEO, as requested, at community speaking events.
  - Facilitate community discussions as requested.
- Create strong relationships with nonprofit leaders throughout Larimer County.
  - Develop relationships with counterparts at foundations, other United Ways, municipalities, counties and elected officials, specifically with Weld and Foothills United Way Community Impact staff.
- Oversee ongoing grant process including coordination of community volunteers, application review, site visits, presentations to the CI committee and Board of Directors, notification of grantees and continuous improvement of the grant making process.
  - Develop and implement research-based outcome measures for each grant category.
  - Develop a cost-effective model to evaluate and report on grant outcomes for all funded agencies; contribute heavily to the development of an annual report to the community.
- Research opportunities for grant funding to support capacity building training and technical assistance.
- Create/update a list of local speakers/experts that align with nonprofit priorities for training.
- Develop and manage annual department budgets.
- Provide annual staff performance reviews.

## **Qualifications:**

### **Education:**

- Master's Degree preferred.

### **Required Experience:**

- Ten+ years of professional experience in positions with progressively increasing responsibility. Strong knowledge of, and experience in, nonprofit sector.
- Strong knowledge of community issues.
- Demonstrated experience with research analysis, data collection and reporting.
- Strong communicator, including writing and speaking skills.
  - Ability to make complex subjects easy to understand.
  - Ability to communicate succinctly.
- Knowledge of local/state political landscape.
- Strong customer service and relationship building skills.
- Strong computer software/database/technology skills.
  - Knowledge of a variety of evaluation tools and technology products.
- Grant management experience.
- Experience managing staff and consultants.
- Ability to multi-task.
- Ability to work in a fast-paced environment.
- Goal and results driven.
- Budget management experience and high level of financial literacy.
- Ability to prioritize both financial and community impact priorities
- Commitment to excellence and to United Way of Larimer County's mission and goal

### **Additional Background on United Way of Larimer County's Community Impact:**

**United Way of Larimer County directs philanthropic priorities in a way that strengthens the community and provides pathways to success for every child and family.**

- We join over 1,800 local United Way affiliates around the world in our commitment to Youth & Education and Financial Stability for all.
- We believe that every person should have a role and responsibility to make the community better.
- We provide opportunity for every business, organization and individual to be involved in philanthropy, whether that is through volunteerism, advocacy or financial gifts.
- We realize that a strong economy and community for tomorrow depend on our actions with youth today. We prioritize access to high quality, early childhood education; reading achievement during the primary years; and high school completion as research-based

indicators that are strongly correlated to economic success and positive social outcomes.

- We encourage citizens to get involved through days of service, board training and volunteer leadership opportunities because we know an engaged citizenry leads to positive community outcomes.
- We hold ourselves, and the nonprofit community, to high standards of accountability for the dollars raised through our generous donors and corporate campaigns.
- We use data to make decisions and are working toward excellence in outcome measurements.
- We encourage collaboration, realizing that we are stronger together.
- We increase the capacity of the nonprofit sector with the goal of making charities throughout Larimer County more efficient, effective and transparent.

**What should Community Impact really do to make an impact?**

- Increase transparency in the nonprofit sector.
- Reduce duplication of services and expenses within nonprofits.
- Collectively fundraise for nonprofits so that their time and resources can be spent on programs and services.
- Provide volunteers for nonprofits to increase their effectiveness and ability to work towards their mission.
- Increase capacity of agencies that are truly making an impact through their programming.
- Communicate value of nonprofit services to community and increase support for efficient and effective programs that align with community values and priorities.
- Provide high quality training and technical assistance to nonprofits to increase their effectiveness.
- Provide information to donors on nonprofit organizations to allow them to make educated choices on where to put their philanthropic dollars.
- Be engaged with, and encourage, collaborative groups that are working to solve community issues.
- Increase collaboration among discreet groups and organizations working toward a common goal.

- Increase knowledge of best practices and standards of nonprofit accountability.

### **Community Impact Goals for 2018:**

- What United Way of Larimer County will continue to do:
  - Increase funding to nonprofits throughout Larimer County by acting as an arm of their fundraising staff and facilitating gifts through workplace campaigns.
  - Increase volunteers for nonprofits throughout Larimer County by acting as an arm of their volunteer management staff and coordinating community-wide volunteer events.
  - Help nonprofit leaders share resources, fill gaps and develop effective collaborations.
  - Provide technical assistance to nonprofits in the area of evaluation, performance measures and other topics, as requested by the nonprofit community.
  - Fund collaborative activities in the areas of Youth & Education and Financial Stability.
  - Fund individual programs in the areas of Youth & Education and Financial Stability.
- What United Way of Larimer County will not continue to do:
  - Require participation in UWLC collective impact groups to receive grant funding.
  - Make a distinction between funded and unfunded “partners.” We will consider all organizations in Larimer County that are working to strengthen the community as partners and do our best to support the nonprofit sector holistically.
  - Fund organizations or collaborations that cannot provide data on outcomes that are evidence-based practices or activities that result in positive change.

### **To Apply:**

Send resume and cover letter to [jobs@uwaylc.org](mailto:jobs@uwaylc.org) with Vice President of Community Impact in the subject line.