**UNITED WAY OF THE MIDLANDS**

**POSITION DESCRIPTION**

**Revised: 7/20/2021**

**Position Title: Community Impact Coordinator**

**Department: Community Impact**

**Supervisor: Senior Director Health Council**

 **Director of Leadership and Capacity Building**

**Position Status: Regular, Full-Time, Subject to an Annual Review**

**Job Classification: Non-Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as a

non-exempt position and the employee is eligible for overtime. Some evening and weekend hours may be required.

**POSITION SUMMARY**

The Community Impact Coordinator will support volunteer Councils and Committees as assigned in all elements of UWM's Community Impact work to include grant management, program research, budgeting/accounting support, management of databases, volunteer support and management of special initiatives.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Administrative Support**

* Administrative support to include meeting coordination, written correspondence, meeting minutes, and volunteer management for Financial Stability Council, Health Council, and Partnership Committee (each meet approximately four times per year).
* Coordinate reviews of agency applications to federal funding sources.
* Administrative support to Blueprint for Leadership program including maintaining class rosters, sending meeting invites, and assisting with final graduation event planning (two sessions per year).
* Entering volunteer data into Stratus Live database.

**Special Project Management**

* Coordinate Storytellers speaker scheduling, manage communication with outside campaign speaker events, and track speaker participation in Stratus Live.
* Coordinate Homeless Coalition Board and Committee meetings with preparation of meeting materials and volunteer support.
* Support SC Eye Care Initiative with documentation of patient payments, follow-up with partner that schedules exams and optometrist offices as required, and process eligible reimbursement to patients upon request.
* FamilyWize discount prescription drug cards are available to community partners and update information on project as needed. These and other requested brochures are made available for email, pickup and/or mailing.

**Grant Management**

* Prepare reports and financial expenditure data and program compliance for grants where UWM is grantee.
* Review, track, and follow-up on reports submitted to UWM.
* Prepare accounts payable and accounts receivable transactions on various grant programs.

**Other Essential Duties**

* Manage special projects and initiatives as assigned.

**REQUIRED & PREFERRED QUALIFICATIONS**

**Required**

* Excellent organizational, interpersonal, communication (oral and written) skills.
* Proficiency in Excel and MS Office family of products.
* Ability to manage various aspects of grants, special projects, and initiatives.
* Candidates must consistently demonstrate the ability to work independently as a member of an impact team.
* Ability to prioritize projects and manage time effectively.
* Ability to develop positive interpersonal and working relationships with various publics, including, volunteer networks, UWM staff, human services organizations, schools, faith-based organizations, funders, and supporters.
* Develops and maintains rosters, calendars, filing systems and ensures accuracy, confidentiality, and consistency of filing systems.
* Database analysis skills including demonstrated ability to write reports and build queries.

**Preferred**

* Bachelor's degree or relevant education and experience in related field.
* Grants development/management.
* Non-profits, government, foundation, boards, volunteer management, and/or United Way experience.

Qualified applicant should apply to applicant@uway.org.