**UNITED WAY OF THE MIDLANDS**

**POSITION POSTING**

**Date established: 2/17/21**

**Position Title: Director of Leadership and Capacity**

**Department: Community Impact**

**Supervisor: Vice President of Community Impact**

**Position Status: Full time**

**Job Classification: Exempt**

In compliance with the Fair Labor Standards Act, this position is classified as an exempt position and the employee is not eligible for overtime. Some evening and weekend hours may be required.

**POSITION SUMMARY**

United Way of the Midlands (UWM) serves a six-county region in central South Carolina. The Director of Leadership and Capacity develops and implements strategies to advance our mission and create equitable and engaged communities. The position develops skills of community members to serve on non-profit boards, increases capacity within local non-profits, and manages overall relationships with local community-serving agencies. The Director of Leadership and Capacity is a member of the Community Impact Department’s Management Team and works collectively to support the overall vision of our Impact work. The position is office-based located in Columbia, South Carolina.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

**Leadership Development**

* Lead UWM’s Blueprint for Leadership (BLP) program that trains local community members, including emerging leaders, to serve on non-profits boards.
* Manage BLP’s program design, evaluation of effectiveness, and implement BLP’s courses, including proposed BLP expansion in fall 2021.
* Market program to potential applicants, sponsors, and vendors.

**Capacity Building**

* Develop and lead new capacity building program for non-profit organizations serving UWM’s six county region.
* Research best practices on other capacity building programs and lead development of UWM’s program goals.
* Manage capacity building application process and content delivery.
* Market program to potential applicants, sponsors, and vendors.

**Partnership Management**

* Manage overall UWM Impact agency partnerships by overseeing partnership standards and review process for new and existing agency partners.
* Coordinate UWM’s Partnership Committee of volunteers providing input on partnership certification process.
* Market program to potential partners.
* Serve as primary liaison in UWM’s rural communities interacting with UWM and non-UWM agencies growing UWM’s knowledge of community work and potential partners.

**REQUIRED & PREFERRED QUALIFICATIONS**

**Required**

* Bachelor’s degree in human services field or a bachelor’s degree in another area with relevant experience.
* Experience with meeting facilitation in group settings of various sizes.
* Experience in recruiting and managing volunteer committee members.
* Proficiency in Microsoft Office products including Word, Excel, PowerPoint, Access, and Teams.
* Experience in community building and implementation of community-based initiatives, collaborating with and convening diverse community partners in efforts that produce measurable outcomes.
* Ability to work independently within a team environment.

**Preferred**

* Experience serving on non-profit boards or staffing non-profit boards and committees.
* Experience managing grants and/or program design of community initiatives and/or relationship management and marketing.

**Qualified applicants should apply at:**

[**LeadershipDirector@uway.org**](mailto:LeadershipDirector@uway.org)