

UNITED WAY OF THE MIDLANDS
POSITION DESCRIPTION
2/3/22 Established
1/15/24 Updated

Position Title: Director of Community Investments
Department: Community Impact
Supervisor: Vice President of Community Impact
Position Status: Regular, Full-Time Subject to an Annual Review
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 was established in Columbia in 1925. We provide critical health and human services needs in Calhoun, Fairfield, Lexington, Newberry, Richland, and Orangeburg Counties. With a mission to unite people and resources to improve the quality of life in the Midlands, United Way of the Midlands focuses on helping provide a strong safety net, space for non-profit collaboration, and pathways to resiliency.

United Way's Community Impact Department is a dynamic group of professionals working to improve the quality of life in the Midlands. We enlist an extensive network of community partners and volunteers to make lasting change. We manage grant funding and relationship with partners, directly operate community interventions, and provide thought leadership in health and human service content areas.

The Director of Community Investments oversees grants received by United Way and grant resources deployed with partners through the Community Impact pool of funds. The Director leads work seeking grants including grant writing, prospect research, and building foundation and funder relationships. This position mainly focuses on grants in the private and corporate sector, including developing UWM initiatives into products for sponsorship opportunities. The Director also leads grantmaking to UWM community partners.

Key Responsibilities

Grant and Relationship Development (40%)

- Research and build relationships with foundations and corporate partners to develop grants to support community impact work.
- Write case for support for proposals or requests. Work with Community Impact colleagues to collect internal program data and information and research public or community data.
- Lead grant application development including grant writing and coordination with other Community Impact content staff.
- Manage grant new and renewal application processes and oversee grant submissions.

Grant management (15%)

- Develop and maintain systems for monitoring requirements of grants to ensure timely reporting and compliance.
- Coordinate with CI staff to secure timely and accurate program performance data, and coordinate report writing.
- Work with Accounting staff to secure financial data for program reports.
- Coordinate with Communications staff regarding recognition and press requirements for grants.
- Schedule site visits of funders as required.

Grantmaking (35%)

- Lead the grantmaking process of deploying funds with community partners by facilitating review process with volunteers, developing funding recommendations, and making presentations to Councils and the Board.
- Communicating funding availability to prospective community partners including developing application documents and making public presentations.
- Oversee grantee reporting and review of program expenditures and outcomes.

Special Projects (10%)

- Support special community projects such as program evaluations, community impact planning, and promotion of UWM work in the community.

Experience, Knowledge, Skills & Abilities

- Strong written communications skills; ability to write concise, clear, persuasive proposals.
- Attention to detail.
- Excellent analytical and data skills. Ability to present data concisely.
- Highly organized with an ability to meet deadlines.
- Strong interpersonal skills and ability to coordinate projects across and within departments.
- Background, training and experience with grant development and management.
- Ability to work independently as a member of an impact team.

Qualified applicants should apply at applicant@uway.org.