

**JOB TITLE:** Community Initiatives Manager

**REPORTS TO:** Chief Operating Officer

**GENERAL SUMMARY:** The Community Initiatives Manager is charged with developing relationships with various community sectors to engage them in bold community change efforts throughout UWEM's five-county service area. This individual works collaboratively with UWEM staff, volunteers and community partners to develop, execute, and evaluate strategies that advance UWEM's priorities and Bold Goals. This position is responsible for supporting the development and management of activities associated with UWEM's Community Investment Process. This individual provides staff support of existing Community Impact Team, Application Review Team and Partnership Investment Team. In execution of duties, this position requires an extensive amount of time planning and managing all aspects of the Community investment process.

A focus on creativity, team work and problem-solving is expected to support the creation and implementation of plans to help UWEM be successful in achieving its mission. A successful Community Initiatives Manager will demonstrate a strong team orientation and a commitment to integrity, efficiency, innovation and continuous improvement.

### **COMMUNITY IMPACT AND INVESTMENTS**

- Provides strategic leadership to align investments and initiatives with UWEM outcomes and community-wide goals.
- Administers Community Investment process
  - Supports all aspects of grantmaking process (timeline, funding philosophy, application design, review guidelines, documentation, training, communications, etc)
  - Manage training program for applicants, volunteers and staff, including development and facilitation of trainings.
  - Ensure complete and accurate documentation of process and results
  - Providing technical assistance to applicants and partners during the application and reporting process.
  - Ensure consistent and meaningful review of partner agencies.
  - Manage report and evaluation process to ensure both partner satisfaction and UWEM data measurement.
  - Works with Database Manager to ensure complete utilization of ANDAR database for application and volunteer review process.
- Identify and coordinate activities that connect volunteers and donors to UWEM partners and demonstrate impact (ex. site visits, newsletter, social media content etc)
- Demonstrate understanding of program and community level outcomes.

### **COMMUNITY INITIATIVES**

- Supports UWEM outcome measurement for Community Investment, initiatives and collaborations; including research and data collection.
- Represents UWEM in community meetings and community collaborations relating to Community Impact and investments.
- Responsible for developing, implementing, and managing Community Impact projects and/or initiatives.

- Develops strong working relationships with community based organizations, focusing on those organizations whose work aligns with UWEM's Community priorities. Obtain a working knowledge of their programs, offering consultative and resource support as appropriate and needed.
- Support organizational marketing efforts of Community Investment, Service Enterprise and other related projects
- Seeks out and responds to strategic opportunities that leverage UWEM's presence in and impact on the UWEM community.
- Champions the Service Enterprise Initiative (SEI), internally and externally, for more effective utilization of skilled volunteers.
  - Serves as staff lead on furthering UWEM's implementation of Service Enterprise; Identifies opportunities for UWEM to advance as a SEI organization.
  - Leading and certifying co-horts in Service Enterprise.
  - Conduct outreach and actively recruit organizations to participate in SEI
- Coordinates related coalition meetings and subcommittees and events as needed.
- Manages all aspects of assigned UWEM Initiatives and projects.

#### **ALL STAFF RESPONSIBILITIES**

- Supports the UWEM organization, its goal and mission to improve the lives of people in Eastern Maine by mobilizing the caring power of people and communities.
- Clearly articulates UWEM's mission and products to all stakeholders and potential stakeholders.
- Serves as an active, committed and visible member of the local community focused on developing intentional relationships that support the work of UWEM and our partners.
- Actively participates in projects, initiatives, special events, cross-functional teams or workgroups that support the work of the entire organization.
- Provides logistical support of annual campaign efforts which may include administrative and clerical needs, managing divisions, supporting projections, accurate and timely communication logs, CEO calls, major gift visits, special events etc
- Provides information and data that supports the development of content (ex. grant applications, marketing materials, website, social media outreach etc.) as requested.
- Supports Board Level committee meetings and reporting as assigned.
- Oversees interns and volunteers specific to the work at hand when necessary.
- Effectively utilizes technology and software including the customer relationship management database (ANDAR).
- Networks with other United Way agencies and United Way Worldwide to research, emulate and promote best practices.
- Demonstrates commitment to UWEM's values as well as continuous improvement and professional development.
- Work on special projects and assignments as needed.