



UNITED WAY OF VENTURA COUNTY Position Description

Position Title: Manager, Community Impact Programs
Department: Community Impact
Report To: Vice President, Community Impact
Type: Full-Time, Non-Exempt, 40 hours/week
Date Revised: August 24, 2022

SUMMARY OF THE ORGANIZATION: The mission of the United Way of Ventura County is: “To Mobilize and Inspire the Caring Power and Resources of our Community.” United Way focuses on addressing the underlying causes of issues in the areas of Education, Financial Stability and Health. United Way supports programs that create real and lasting change by improving people’s lives.

SUMMARY OF RESPONSIBILITIES:

The Manager, Community Impact Programs is responsible for supporting a portfolio of projects around UWVC’s strategic Impact goals in Education, Financial Stability and Health. This includes managing Community Impact projects/initiatives, coordination of community stakeholders affiliated with programs or initiatives, and supporting events. The Manager, Community Impact Programs will administer the Building Healthy Smiles Oral Health initiative (25% of role), administer the Volunteer Ventura County searchable database and volunteer coordination (25% of role), work closely with the Resource Development Department to ensure programs meet funding objectives (25% of role) and provide support to other Community Impact programs as needed (25% of role).

SPECIFIC DUTIES include, but not limited to:

- **Manage and Implement** components of various ongoing Impact initiative and programs across multiple strategies, while working collaboratively with both internal and external stakeholders.
- **Provide project administration** to support short-term and long-term Impact initiatives, programs, and community investments.
- **Collaborate** closely within the Impact Team to meet strategic goals, while also collaborating with Resource Development and Marketing to meet organizational goals.
- **Provide exemplary customer service** and engagement when communicating with volunteers, community-wide stakeholders, and partners.
- **Builds, nurtures and strengthens relationships** with United Way’s nonprofit partners, fellow funders, and other stakeholders to understand the issues, challenges, needs and opportunities in the community from both a county-wide and community-grounded perspective. Serve as an informed thought partner and facilitator of connections to leverage efforts and opportunities in assigned issue areas.
- **Develops communications content** for the Volunteer Ventura County website and other communications mediums.
- Performs special assignments and other work, on an as-needed basis

ACCOUNTABILITY AND REVIEW:

Position reports to: Vice President of Community Impact.

Performance review: Annual



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MINIMUM QUALIFICATIONS, KNOWLEDGE, AND SKILLS:

- Service delivery that is professional, responsive, and collaborative.
- Creative problem-solving skills.
- Excellent communication skills (verbal and written).
- Accurate documentation and record-keeping skills.
- Ability to work independently while providing consistent and complete communication to ensure internal stakeholders are informed and engaged.
- Must have the ability to effectively work simultaneously across multiple projects, in multiple environments.
- Preferred project administration or support experience.
- Must communicate with and prepare other team members, stakeholders and volunteers for various roles and responsibilities.
- Must be able to manage data within general and volunteer management-specific applications.
- Must be able to plan, develop, implement, follow-up, and evaluate successful projects.
- Must have valid CA driver's license and access to reliable transportation.
- Bilingual/Fluent (Spanish/English) preferred, but not required.

EDUCATION AND EXPERIENCE:

Bachelor's degree in Education, Social Work, Liberal Studies, Communications preferred or significant equivalent and 2-3 years of relevant work experience in nonprofit project administration, program management, case management, membership services, or other related areas.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perceptions, and the ability to adjust focus. The employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

COMPENSATION: \$62,000 to \$70,000 per year DOE with generous benefits.

APPLICATION PROCESS AND TIMELINE: Email your resume and cover letter to Yvonne.Estrada@vcunitedway.org or call (805) 485-6288, Ext. 225 with questions.

DEADLINE: September 15, 2022.