

# UNITED WAY OF GREATER CHATTANOOGA

## Job Description



United Way of  
Greater Chattanooga

**POSITION TITLE:** Vice President of Venture Forward: Innovation and Non-Profit Advancement

**FLSA STATUS:** Full Time/Exempt

**DEPARTMENT:** Venture Forward

**REPORTS TO:** President/CEO

### **Purpose of Position:**

Innovation, the strength of the social sector, and the ability to cultivate cross-sector partnerships is critical in advancing community impact and problem solving. Reporting to the CEO and serving on the Senior Leadership Team, the VP of Venture Forward: Innovation and Non-Profit Advancement, is responsible for United Way's innovation, social sector advancement and HUB for Social Innovation space offerings. This person is responsible for the strategic direction of social innovation and ensuring adequate resources and capacity to achieve measurable community results. Furthermore, this person is ultimately responsible for ensuring high quality nonprofit training and capacity, investing in an effective social sector that is connected and strong.

### **KEY RESPONSIBILITIES:**

- Oversees the strategy and team in the building of a social innovation culture and ecosystem to support UWGC's vision of a community where all can achieve their full, human potential through pathways of education, health and wellbeing, economic stability and community connectedness.
- Provides strategy and synergy for the distinct offerings of UW's HUB for Social Innovation space; including but not limited to the emerging "data lab," innovation programming offerings, HUB tenants, and nonprofit professional development to help the social sector be stronger, smarter and more effective.
- Create, in collaboration with data and impact teams, opportunities to communicate data in real-life, action-oriented ways for use in community problem solving.
- Inform strategy for professional development, capacity building, community building and networking and acceleration services for nonprofits.
- Ensures financial and other resources to grow capacity of Venture Forward innovation and social sector development by working with appropriate UW staff; collaborates with various departments to promote innovation initiatives.
- Creates and leads, with the team implementing, a multi-year VF strategic operations plan with defined success indicators, revenue strategy, partner procedures, programmatic goals and objectives that fits within the UW scope of community innovation.
- Fosters or engages in social innovation collaboratives across the community.
- Facilitates engagement of cross-sector thought leaders in Innovation Initiatives.
- Identify potential areas of grant-funding and work with UWGC grant writer to draft proposals and reports.
- Oversees and manages relationships and contracts with programmatic partners and faculty; communicates and works with externally focused resources to recruit advisors and engage the corporate community in innovation programs and initiatives.

- Ensures that all operations comply with UWGC values, standards, and policies and with relevant local, state, and federal regulations.
- Communicates the social innovation learnings and message internally, including close linkage to impact and engagement departmental efforts.
- Identifies and tracks success metrics and provides regular reports to the CEO, Senior Team, Board and other advisors and stakeholders.
- Prepares reports for UWGC and funders as required; and able to execute and perform other duties as assigned.

## **QUALIFICATIONS:**

Equivalent to graduation with a bachelor's degree in a relevant technology or business discipline or job-related field. Equivalent to five years of responsible professional/administrative experience working with start-ups, nonprofits and/or as part of a start-up on business/strategic development; with two of the five years in a managerial role preferred.

### **Knowledge, Skills, & Abilities**

**Strong Team Leadership Skills:** Ability to motivate and manage diverse teams with shared goals. Demonstrated effectiveness creating strategy and disciplined, focused execution. Possesses a track record of project management. Models and invest in a collaborative, supportive and inclusive environment.

**Social Innovation Experience:** Possess real world experience in what it takes to build innovation strategy and solutions; have a successful track record in growing and managing social entrepreneurial organizations with a specific results in fund raising for similar projects; and have strong organizational, interpersonal and communication skills applied to bridging organizations with different cultures and agendas. Ability to engage in a strategic data capability evaluating data sources, indicator reporting, measurement and trending.

**Social Sector Experience:** Understanding and appreciation for the social sector. Ability to listen to the needs and desires of the nonprofit community, with the skills and experience to offer guidance and leadership to peers and leaders in the field.

**Cross-Cultural Awareness:** Ability to serve and facilitate collaboration and problem solving with diverse communities

**Communication Skills:** Strong communication skills (written and verbal) in order to reflect information and content appropriately to a variety of audiences (C-suite to young adults and everywhere in between). Must be a facilitator of shared learning and continuous improvement for the team and organization.

**Mission Minded:** Above all else, (s)he must exhibit passion around community change and be a champion of humble, servant leadership for the good of our community.

### **Physical Requirements:**

- While performing the duties of this job, you'll be regularly required to talk or hear, frequently stand and bend; walk; use hands to finger, handle or feel; and reach with hands and arms; sit for long periods of time.

**Work Environment:**

- This role is performed onsite in a professional office setting with moderate noise level and professional dress. You'll also frequent other workplaces with a variety of physical environments and dress standards, so you'll need to be flexible. You'll routinely use standard office equipment such as computers, phones, printers/scanners, copiers, filing cabinets.

**Position Type/Expected Hours of Work**

- This is a full-time position, and general hours of work and days are Monday through Friday, 8:30 a.m. to 5 p.m. It may occasionally require some irregular hours and weekend work.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

United Way of Greater Chattanooga is committed to equal opportunity employment by affirming the value of diversity and by promoting an environment free from discrimination. UWGC encourages people of diverse backgrounds and experiences to apply for this position.

December 2019