

UNITED WAY OF GREATER CHATTANOOGA

Job Description



POSITION TITLE:	DIRECTOR OF COMMUNITY INVESTMENTS & PARTNER RELATIONS
FLSA STATUS:	Full Time / Exempt
DEPARTMENT:	Community Investments
REPORTS TO:	Vice President of Community Investments
SUPERVISES:	Community Investments Coordinator

PURPOSE OF POSITION:

The Director of Community Investments & Partner Relations will be responsible for developing a pipeline of investment-ready organizations aligned with the strategic community investment priorities of United Way of Greater Chattanooga ("UWGC") and our Global Results Framework (GRF). The GRF is UWGC's framework of indicators developed to measure impact within our 3 areas of focus: education, stability and health & well-being. This role will work collaboratively with community partners and with internal teams to strategically and inclusively identify and cultivate impactful solutions into which the UWGC Investment Funds can invest.

KEY RESPONSIBILITY – GRANT MAKING

Specific Duties:

- Lead the new Community Investment (CI) process, which is open to nonprofits throughout the 6-county region
- Oversee development and implementation of the annual community investment process, including the RFP, use of data, community voice, an equity lens, and shared learning to ensure effective outcomes through strategic community investments;
- Manage a diverse portfolio of recipient organizations throughout the Chattanooga region, specifically in Hamilton, Sequatchie and Marion counties in Tennessee and Walker, Dade and Catoosa Counties in northwest Georgia.
- Ensure the strategic alignment of projects, business requirements, operational plans, and community development opportunities
- Work with Corporate and Community Engagement & Marketing (CCEM) team and community members to recruit and engage new volunteers annually to serve as Community Investment volunteer roles, ensuring voice and diversity representative of the community
- Support and collaborate with the Director of Social Innovation on the development of investment-ready innovations for the Catalyst Fund
- Manage the Community Investment Committees and Volunteer Advocates who read and score all applicants; Organize follow-up calls, site visits, and mentor relationships with agencies
- Ensure that CI volunteers are provided ongoing information and updates regarding the UWGC impact goals and community partnerships
- Build and maintain strategic relationships to enhance support for UWGC community impact efforts
- Develop and maintain a structure of cross-sector and cross-departmental partnerships
- Work with diverse partners to maximize overall organizational impact aligned with the Global Results Framework (GRF) and key community transformation efforts

KEY RESPONSIBILITY – PARTNER RELATIONS & SUPPORT

Specific Duties:

- Maintain and build productive relationships and coalitions with community partner agencies
- Facilitate the Community Investment model, including community roundtables, shared learning for impact sessions, and innovation cohorts as needed.
- Develop outreach and engagement plans for cultivating diverse organizational partners

- Provide communication, training, support and coaching to community based funded and non-funded partners around UWGC goals in education, economic stability, and health and well-being.
- In partnership with Venture Forward team, offer learning opportunities to partners
- Serve as primary point of contact between United Way and community partners to align and consolidate partner requests to assure most efficient use of partner time.
- Serve as a thought partner with community partners, helping problem solve collaboratively, monitoring data and trends related to UW impact focus areas and community investment best practices.
- Encourage participation in UWGC community engagement and fundraising events, Venture Forward, and other public functions.
- Provide engagement and learning opportunities for new and existing partners to participate in planning and transition to the new community investment model, including additional training, communications and coaching, as needed.

KEY RESPONSIBILITY – IMPACT OUTCOMES

Specific Duties:

- Ensure programs comply with UWGC policies and procedures with required data completed and submitted in a timely manner as required by the UWGC Agency Agreement and related Memorandum of Understandings.
- Ensure community outcomes are met and reported back to the organization and community.
- Develop impact dashboard for internal tracking of outcomes.
- Works with Director of Data to enhance impact metrics and reporting procedures.
- Provide new partner trainings regarding UWGC collective impact and EC Impact reporting.
- Provide ongoing personal contact with all community partners, including frequent partner meetings to give clarity and transparent learning and communications regarding UWGC impact and engagement goals.
- Work with Venture Forward to provide training to partner agencies in assessment policies & procedures
- Ensure that GRF indicators are integrated into RFP and reporting.
- Continually analyze impact data and provide “coaching” and support to partner staff in collecting and reporting required data.
- Ensure assessment information is provided and reviewed with Data team prior to annual agency/program reviews
- Ensure that reporting system upgrades are completed annually.

KEY RESPONSIBILITY – ADMINISTRATION

Specific Duties:

- Management responsibility for the Community Investments Coordinator.
- With help of the Coordinator, ensure that all funding files and database are maintained and updated annually
- Work closely with all departments and marketing staff on annual and community reporting to ensure correct impact/outcome language and partner reporting (includes community reports, campaign brochures & media releases)
- Establish regular meetings with CCEM staff and assist them in determining partners for speaking engagements and campaign support
- Ensure that CCEM team is provided updated information on the impact work of partner agencies and has necessary success stories, program accomplishments, and updated data from partner agencies, as needed.
- Provide CCEM team with timely alerts to changes in investment funding that affects marketing and campaign messaging.
- Represent UWGC in a variety of community settings including campaign presentations, regional/national collaborations and meetings, local coalitions and collective impact work.
- Ensure quality control of all correspondence and materials in the investment process including timely reporting to the partner agencies and volunteers

CORE COMPETENCIES FOR THIS ROLE ON THE CI TEAM:

- Mission-Focus
- Communication
- Collaboration
- Data-driven Decision Making
- Project Management
- Organizational Skills
- Flexibility and Adaptability
- Initiative
- Problem-solving Skills
- Leadership Skills
- Technology Savvy
- Human-centered Perspective

Core Competencies for ALL STAFF:

- **Mission-Focused:** Catalyze others' commitment to mission and to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.
- **Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Job Requirements:

This person will have a good understanding of professional grantmaking in a foundation environment, understanding of work in the nonprofit sector, and a strong desire to work with and support the organization's grantees. Additional experience should include:

- Bachelor's degree
- Solid knowledge of community-based and equity-based grantmaking
- 5+ years experience in nonprofit capacity building as a funder, consultant, or nonprofit leader
- Strong strategic and analytical skills and creative problem-solving ability, with ability to analyze data when making decisions
- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines; attention to detail and accuracy; the ability to set realistic goals and objectives
- Demonstrated ability to handle sensitive information effectively and confidentially; sense of diplomacy for navigating competing interest
- Strong written communications skills, along with highly effective oral communications and engaging presentation skills
- Excellent facilitator of group gatherings with diverse perspectives present
- Excellent computer skills, including working knowledge of the Microsoft Office Suite and comfort with technology
- Philanthropic or nonprofit experience working in the region would be helpful, with strong understanding of UWGC work and social sector context

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type/Expected Hours of Work

This is a full-time position. UWGC office hours are Monday through Friday, 8:30 a.m. to 5:30 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

If you are interested in applying for this position, please forward your cover letter and resume to tammymccallie@upchatt.org by Friday, June 25, 2021.

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