Position Title: Director, Venture Forward
FLSA Classification: Full-Time/Exempt
Reports to: Vice President of Community Investments
Membership: Community Investments
Supervises: Coordinator, Venture Forward

PURPOSE OF THE POSITION:

The Director of Venture Forward (“VF”) is a member of the Community Investments team at United Way of Greater Chattanooga (“UWGC”). The role is charged with developing and managing capacity building efforts for nonprofits through Venture Forward’s Learn, Connect, Innovate, and Advocate lines of programming, with a particular focus on organizations working to support impact aligned with United Way’s Global Results Framework (GRF). The GRF is UWGC’s framework of indicators developed to measure impact within our three areas of focus: education, stability, and health & well-being. As part of broadening impact across the social sector, the Director of Venture Forward will also be responsible for effectively recruiting, retaining and expanding VF’s membership.

KEY RESPONSIBILITY AREA: Capacity building

The Director of Venture Forward manages capacity building offerings including scheduling the annual education calendar and working with facilitators to develop and lead courses. This position will provide guidance to individuals seeking professional development opportunities as well as maintaining relationships with facilitators and partners to produce high-quality content and delivery.

Specific Duties:

> Management responsibility for the Venture Forward team, including Coordinator.
> Plan educational workshops, monthly townhalls, and networking opportunities for partners and oversee the Venture Forward Coordinator’s efforts to coordinate all logistics associated with those including registrations, scheduling and reserving rooms, and communications.
> Management and development of educational programs including public, customized, and virtual trainings. Manage the selection, implementation, and maintenance of a future state online Learning Management System Evaluate and assess the needs/wants of area nonprofits; use this data in planning educational programs; build and maintain productive relationships with nonprofit partners.
> Recruit, orient, and communicate with facilitators and consultants on training development needs, curriculum development, and delivery of education programs.
> Oversee the evaluation system used in conjunction with workshop and event follow-up
> Manage the planning, general management, and execution of annual conference/master series/special events, including annual awards ceremony Celebrate.
- Oversee UWGC’s Hub for Social Innovation—a space intended to be a resource for the social sector in Chattanooga
- Oversee development and implementation of Venture Forward’s nonprofit sector advocacy agenda
- Coordinate state-wide nonprofit support efforts with TN Alliance partners in Nashville, Memphis and Knoxville.
- Provide sector leadership and thought leadership to the local nonprofit sector.
- Develop and deliver webinars relevant to social sector (TBD based on background).
- Facilitate various programs such as CEO Circle, monthly townhalls, etc.
- Other duties as assigned.

**KEY RESPONSIBILITY AREA: Membership**

**Specific Duties:**
- Develop, implement and evaluate an annual VF Membership Campaign with specific revenue goals
- Manage database systems
- Manage a portfolio of nonprofit and business member prospects to be cultivated and solicited.
- Respond to all member inquiries in a timely manner and track all customer interactions.
- Ensure processing of all membership and sponsorship revenue is handled promptly and accurately.
- Monitor and report outcomes related to VF Member resources, including job board usage and effectiveness of VF resources relative to enhancement and sustainability of nonprofit members.

**KEY RESPONSIBILITY AREA: Communications and Administration**

**Specific Duties:**
- Develop and manage VF budget and revenue plan
- Manage education scholarships including appropriate allocation and reconciliation of those funds
- Manage a portfolio of nonprofit and community partners who are key to achieving outcomes associated with UWGC’s Global Results Framework
- Manage partner relations through existing CRM and oversee Coordinator’s admin and maintenance of that system
- Monitor and report outcomes related to VF offering, including effectiveness of VF resources relative to enhancement and sustainability of nonprofit partners.
- Working with Finance, oversee the invoicing process including approving necessary paperwork prepared to pay facilitators, record sponsors, effectively apply education scholarship funds, and invoicing of any fees
- Develop Communications plan related to VF programming and advocacy agenda; oversee Venture Forward Coordinator’s execution of that plan
- Develop and operationalize VF performance dashboard and manage the impact metrics process
- Make efficient use of Hub facilities and equipment; maintain training-related equipment
Core Competencies:
- Solid understanding of nonprofit industry and nonprofit organizations’ operations
- Knowledge of the nonprofit sector, preferably experience with Chattanooga nonprofits
- Ability to take initiative and execute
- Ability to solve problems and make decisions
- Ability to ask for help where needed and pose thoughtful questions
- Sense of humor and ability to work well in a team
- Superior verbal and written communication skills
- Ability to navigate comfortably engage with various levels of leadership with organizations
- Very detail oriented, with the ability to handle a variety of assignments within a given time frame
- Ability to manage people and a budget
- Excellent project management
- Time management skills with timely decision making

CORE COMPETENCIES REQUIRED 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:
- Minimum of five (5) years of either nonprofit or adult education experience
- Bachelor’s degree, with advanced degree in nonprofit management or related field preferred
- Exceptional leadership and interpersonal qualities including facilitation, organizational, motivational, collaboration and communication skills.
- Demonstrated project management skills working specifically with multifaceted projects and diverse constituents.
- Ability to identify partners and build loyalty and trust.
- Professional demeanor, good judgment, and the ability to work independently, but collaboratively, in goal-oriented team environment.
- Strong understanding of UWGC work and context and partner agencies.
- Technology savvy with an eye for continually improving the customer journey.
- Emotional intelligence, including self-awareness.
- Advanced user in Microsoft Office suite
- Strong analytical skills with the ability to assess and analyze data when making decisions.
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.

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.

Position Type/Expected Hours of Work
This is a full-time position, and hours of work and days 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.

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

The 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.

To Apply

Interested applicants may send a resume and application to Tammy McCallie (tammymccallie@uwchatt.org).