



**United Way of Greater Chattanooga is searching for a Director, Nonprofit Support & Innovation. This is a full-time position and reports to the Vice President of Community Investments. This person will be a member of the Community Investments department and will supervise the Hub for Social Innovation Coordinator.**

**Salary Range: \$65,000-75,000**

**PURPOSE OF THE POSITION:**

The Director of Nonprofit Support and Innovation 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 and innovation efforts for nonprofits working on efforts that align with UWGC’s Impact Agenda and our associated outcomes framework. This role will work collaboratively with community partners and with internal teams to identify, cultivate, and/or develop high functioning nonprofit partners, delivering innovative and collaborative solutions into which the UWGC can invest.

**KEY RESPONSIBILITY AREA: Nonprofit Support Programs**

This role manages capacity building offerings that support local nonprofits who align with our Impact Agenda, ensuring UWGC is partnering with high-functioning organizations. This person will also work to ensure UWGC intentionally builds capacity in historically marginalized nonprofits and communities, actively executing on our Equity Framework.

**Specific Duties:**

- Plan educational programs and networking opportunities for partners and oversee the Hub Coordinator’s efforts to coordinate logistics associated with those including registrations, scheduling and reserving rooms, and communications.
- Management and development of educational programs, based on data and input from local partners; 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 UWGC’s Hub for Social Innovation—a space intended to be a resource for the social sector in Chattanooga
- In partnership with Director of Impact Data, conduct surveys and original research about state of the nonprofit sector
- Prepare and host round tables and workshops with partners about Needs Assessment
- Contribute to development of UWGC’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.

**KEY RESPONSIBILITY AREA: Social Innovation Strategist and Human-Centered Design Facilitator and Guide**

This person will develop a pipeline of investment-ready innovations aligned with UWGC's Impact Agenda. Comfortable with risk-taking, UWGC's Catalyst Fund aims to accelerate impact in our focus areas of education, stability, and health & well-being by investing in nonprofit capacity and innovative solutions with the potential to maximize impact for our community.

**Specific Duties:**

- Develops and manages a pipeline of investment-ready innovation projects with community partners and UWGC programmatic staff
- Develops and mobilizes social innovation to deliver impact results aligned with Impact Agenda and centered on lived experiences of people we serve.
- Strategically advises on project priorities, options, risks, and impacts
- Working with Director of Impact Data, determines impact area data needed for community engagement
- Working with the Director of Community Investments and Partner Relations, coordinates with agencies participating in Innovation programs and Catalyst Fund investments
- Working cross departmentally, including with our Corporate and Community Engagement team, recruits team members for innovation projects that drive impact
- Guides partner agency leadership with the implementation of innovative solutions
- Builds and maintains a set of innovation tools to be utilized in the implementation of community solutions
- Serves as a thought leader on social innovation and deploys best-practices for generating innovative solutions within our community

**KEY RESPONSIBILITY AREA: Communications and Administration**

**Specific Duties:**

- Manages departmental budget and provides direction and content, as needed, on fundraising or grant writing efforts to support department efforts
- Manages Innovation pipeline and Nonprofit Support efforts with clear metrics and accountability
- Contributes content for various communications and marketing collateral to raise awareness of UWGC's work
- Oversees UWGC's impact evaluation system used in conjunction with workshop and event follow-up
- Other duties as assigned.

**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

**Job Requirements:**

- Minimum of five (5) years of innovation or nonprofit leadership experience.
- Bachelor’s degree, with advanced degree in nonprofit management or innovation preferred.
- Demonstrated project management skills working specifically with multifaceted projects and diverse constituents.
- Professional demeanor, good judgment, and the ability to work independently, but collaboratively, in goal-oriented team environment.
- Execution oriented with a strong interest in accelerating ideas
- Strong writing and presentation skills (visual and spoken)
- Exceptional leadership and interpersonal qualities including facilitation, organizational, motivational, collaboration and communication skills.
- Strong understanding of UWGC work, nonprofit context and partner agencies preferred
- Technology savvy, with advanced Microsoft Office skills
- Preferred: Skilled at inquiry associating, questioning, empathy, adaptiveness and results.
- Preferred: Proficiency in a variety of change and innovation methods such as Lean, Canvas, Agile, Design Thinking, Creativity and Agile.
- Preferred: Strong analytical skills with the ability to assess and analyze data when making decisions.

**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. Flexible work hours and arrangements will be considered.

**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@uwchatt.org](mailto:tammymccallie@uwchatt.org).**