



United Way of Gloucester County

United Way of Gloucester County (UWGC) is now accepting resumes for the “Director of Community Initiatives” position. If interested in joining our team please send a current resume, cover letter with salary requirements and professional references to: Michael Gower, Executive Director at 454 Crown Point Road, Thorofare, New Jersey 08086 or by email at mgower@uwgcnj.org.

Please note that only complete applications will be reviewed.

Position: Director of Community Initiatives

Job Description:

Reports to: Executive Director

Supervises: N/A

Position Classification: FT, salaried, exempt

Position Summary: In consultation with the Executive Director, develops and implements the UWGC Community Impact agenda; participates in and supports investment process of Community Agenda. Provides leadership in development of UWGC community and through special initiatives. Works with UWGC staff, volunteers, committed donors, and community partners to uphold and further the UWGC mission.

This staff person will be responsible for the Allocation Process, along with UWGC special initiatives.

Allocation Process

- Update and maintain agency contact lists, volunteer member lists, program request forms, allocation procedure forms, email lists, CMS
- Recruit and maintain volunteer involvement
- Monthly Community Impact Cabinet Meetings – notices, minutes
- Review Group member orientation
- Schedule allocation process timetable and agency visit/presentation meetings
- Update allocation funding and panel members for UWGC brochures, website, social media, etc.
- Prepare funding recommendation reports for approval for the Operating Committee and Board of Directors
- Prepare current and multi-year funding reports, as needed
- Coordinated and schedule Review Group meetings
- Review and revise current forms and procedures to facilitate grant-making programs and provide, as needed, training and consultation to agency representatives and allocations volunteers.
- Coordinate the request for proposal process.
- With the Community Impact Cabinet and appropriate committees, revise and/or create policies and program evaluation procedures for each community impact area.
- Support strategic planning activities.
- With the Executive Director and Community Impact Cabinet, research and identify appropriate community investment opportunities with both current and prospective partner agencies.
- Support Program Measurement Reporting (Outcome measurements, Impact reports)
- Assist Executive Director to develop and implement a strategy for the establishment of a request for proposal (RFP) process, including a timetable, materials and procedures for application and evaluation.
- Manage ongoing recruitment of Community Impact Council volunteers to maintain community representation in community initiative processes.
- Maintain grant distribution records in an accurate and timely fashion.

Responsibilities for various community collections – ex. Food Drive (February) and Toys for Tots (December)

- Prepare notices and flyers, to be approved by the ED
- Maintain email lists and participant spread sheets
- Follow-up, problem solver, etc. for participants through phone calls & emails

Special UW initiatives – ex. Transportation, Mental Health, Access to Services/Case Management, Homelessness Prevention, Financial Stability/VITA, discount prescription cards, food pantries, Volunteer Summit, etc.

- Maintain participants email and mailing lists, correspondence
- Coordinate meeting dates
- Transmit meeting notification and minutes of meetings
- Contact, correspond and transmit prescription cards
- Prepare reports, grant requests & renewals, maintain files, minutes and documents
- Coordinate AARP Tax Assistance and Earned Income Tax Credit (EITC) and programs, including scheduling.

Assist Resource Development:

- Assist in the completion of Combined Federal Campaign and State Campaign applications
- Assist Campaign Director with Public Employee Campaign applications, certifications and the Gloucester County Public Employee Campaign.
- Agency campaign kick-off, if needed
- Information on initiatives, funded programs, agencies for Loaned Executives
- Information for campaign material
- Attend Campaign Cabinet meetings, if needed
- Assist in Loaned Executive training, if needed

United Way liaison to the Women United (formerly Women's Leadership County).

- Manage and grow membership, provide oversight to volunteers and connect with UWGC staff on programs and services.

Misc. Projects, collaborations, manage, maintain, meetings, etc.

- Agency and community surveys
- Agency oversight committees
- Agency statements, success stories
- Participate in United Way Worldwide (UWW) and United Ways of New Jersey (UWNJ) conferences, Webinars, conference calls, ListServes
- Daily news articles regarding partner agencies and information in connection to current initiatives
- Assist "walk-ins" and those calling UWGC seeking assistance
- Represent the UWGC at various functions and events
- "Other duties as assigned"

Qualification/Requirements/Experience

- Bachelor's degree or equivalent experience.
- Solid practical knowledge of human services issues and programs, and not-for-profit organizations; minimum of two years of experience in non-profit human service agency or equivalent combination of education and experience, preferred.
- Community building and organizing skills.
- Project management experience.
- Ability to develop and maintain needed information systems.
- Excellent communication skills.
- Public speaking experience.

- Microsoft Office, Excel and database experience.
- Ability to work well with diverse constituency including volunteer committees and community partners.
- Valid driver's license and vehicle.

Physical Requirements - The employee is regularly required to communicate clearly, in oral and written formats, with others in person, over the phone and via other devices. The employee must be able to transcribe, read extensively, prepare and analyze data and figures, constantly operate a computer and other standard office machinery. The employee maybe required to travel to offsite locations for meetings, presentations and to attend events.

Benefits - This is an exempt position; salary commensurate with experience.

*The United Way of Gloucester County is an Equal Opportunity Employer and also encourages AmeriCorps, Peace Corps, and other national service alumni to apply.