



**Position: Director of Community Engagement**

**Job Description:**

Reports to: Executive Director

Supervises: Various Volunteer Committees & Unpaid Interns

Position Classification: FT, salaried, exempt

Hours: Monday – Friday with occasional evenings and weekends

Anticipated Salary Range: \$35,000 - \$45,000 (based on experience)

**Position Summary:** Reporting to the Executive Director, the Director of Community Engagement develops and implements the United Way of Gloucester County (UWGC) Community Engagement agenda including but not limited to: participating in and supporting the grant making process; developing and maintaining external communications; supervising various volunteer committees; and participating in community activities representing UWGC to advance the organization's mission.

35% - Grant Making Process / Community Impact:

- Coordinate and support the organization's volunteer lead grant making process
  - Update and maintain agency contact lists, volunteer member lists, program request forms, allocation procedure forms, email lists and CMS
  - Lead annual Review Group member orientation/ training
  - Schedule allocation process timetable and agency visit/presentation meetings
  - Coordinate the request for proposal process
  - Coordinate, schedule and prepare appropriate reports, meeting minutes and agendas
  - Prepare funding recommendation reports for approval
  - Collect, review and report funded programs (Outcome measurements; Impact reports; etc.)
- Maintain grant distribution records in an accurate and timely fashion
- Prepare funding and impact reports for internal and external communications
- Act as the organization's liaison with local nonprofit organizations
- Coordinate special UW initiatives – examples include: Transportation Program, Mental Health Initiative, Financial Stability/ Tax Aide Program, discount prescription cards, etc.
- Support strategic planning activities
- Prepare grant requests on behalf of the organization and complete reports accurately and in accordance with the application
- With the Executive Director and Community Impact Cabinet, research and identify appropriate community investment opportunities with both current and prospective partner agencies

35% - Develop & Maintain External Communications / Marketing:

- Responds to inquiries in an accurate and timely fashion
- Manage, prepare, schedule and post on organization's social media accounts
- Prepare and manage the distribution of media releases, direct mail and other communications
- Connect with UWGC partners to share and promote communication and marketing materials
- Design notices, flyers and other marketing materials
- Maintain and update email, mailing and distribution lists
- Coordinate production and distribution of e-newsletter
- Prepare reports, grant requests & renewals, maintain files, minutes and documents
- Coordinate annual publication production including annual reports; campaign materials; etc.
- Update allocation funding and panel members for UWGC brochures, website, social media, etc.

#### 20% - Volunteer Management & Community Outreach / Engagement:

- Represent the UWGC at various functions and events (in person and virtually)
- Recruit and maintain volunteer involvement
- Coordinate meeting dates and schedules
- Lead/ support volunteer committees:
  - Community Impact Cabinet
  - Women United Council
  - Event Committee
  - Others, as assigned or needed
- Recruit, engage and supervise volunteers and interns
- Coordinate agency's annual campaign kickoff event(s)
- Coordinate annual drives which include: Food Drive; Toys for Tots; and School Supply Drive
- Coordinate AARP Tax Assistance and Earned Income Tax Credit (EITC) and programs, including scheduling

#### 10% - Misc. & Other assigned duties:

- Assist in overall activities of United Way by working in a team environment
- Assist in annual campaign and fundraising appeals
- Coordinate agency and volunteer speakers for campaign and special events
- Field inquires; assist and connect those looking for programs and services
- Participate in United Way Worldwide (UWW) and United Ways of New Jersey (UWNJ) meetings, webinars, conference calls, and ListServes
- "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
- Experience using social media platforms
- 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 may be required to travel to offsite locations for meetings, presentations and to attend events.