POSITION: Manager of Grants and Impact

REPORTS TO: Director of Impact and Engagement

DATE POSTED: August 13, 2018

PAY RATE: Commensurate with education and experience

POSITION DESCRIPTION:

Under the direction of the Director of Impact & Engagement (DIE), the Manager of Grants and Impact serves as United Way’s primary liaison to the nonprofit community. This position is responsible for executing all aspects of United Way’s community investment process, which includes facilitating committees of volunteers (Community Investment Councils) who recommend funding decisions to the Board of Directors. Additionally, this position works with nonprofit organizations to evaluate their programs for measurable impact and research best practices for creating systems-change.

ESSENTIAL FUNCTIONS:

1. Serve as the primary administrator for all components of the grants process, including:
   - Managing all oversight for the grant application and review process
   - Facilitating and coordinating Community Investment Councils meetings
   - Serving as the staff liaison to the Grants Committee of the Board of Directors
   - Conducting trainings for potential grantees on grant application and reporting processes
   - Developing and conducting trainings for Community Investment Councils
   - Onboarding and maintaining the online grant-making system and agency database
   - Providing technical assistance to grant seekers and recipients

2. Serve as the primary relationship manager with funded agencies and to the nonprofit community, including:
   - Developing and managing relationships with leadership and staff local nonprofit organizations
   - Meeting with community partners to determine opportunities for collaboration with the Director of Impact and Engagement
   - Maintaining a grantee database of updated agency profiles
   - Participating in collaborative working groups as directed by the Director of Impact and Engagement
   - Convening regular meetings with grantees to foster innovation in the delivery of programs and services
3. Conduct regular research, evaluation, and communication of the impact of United Way’s work, including:
   • Producing reports on the measurable progress of funded programs and initiatives
   • Assessing regularly, formally and informally, community needs to align and support the work of community partners and implementing agencies
   • Communicating the impact of United Way’s funding to United Way Board of Directors, donors, volunteers, funded agencies, and community partners
   • Assisting in researching best practices for programs, projects, initiatives, grants, and processes supporting the Impact Framework
   • Reporting progress to the Board of Directors quarterly
   • Supporting the execution of an annual community impact report
   • Working with grantees to ensure their work affects equitable, systemic change that measurably produces impact

4. Support the organizational operations and execution of United Way’s work, including:
   • Collaborating with the Resource Development team on populating an online volunteer system
   • Implementing and growing the Born Learning Initiative with the Director of Impact and Engagement
   • Providing logistical support to implement community outreach and engagement efforts
   • Performing other duties as assigned
QUALIFICATIONS:

- Bachelor’s degree in business, public administration, social work, or related field required
- Master’s degree in business, public administration, social work, or related field preferred
- A minimum of 3 years of experience in a nonprofit organization working with community programs required
- Graduate-level education may be counted towards years of experience

SKILLS AND COMPETENCIES:

A qualified candidate will possess and demonstrate:

- Cultural competency and a commitment to learning about diverse, inclusive, and equitable practices
- The ability to work with a diverse group of individuals (i.e. volunteers, community leaders, nonprofit staff, residents, etc.)
- Strong analytical and critical-thinking
- Effective verbal and written communication skills
- Advanced technology skills to operate an online grant-making system
- The ability to thrive in an entrepreneurial setting as a self-starter
- Experience in strategic planning and project management
- Knowledge in program coordination and evaluation
- Experience in grant management preferred
- Knowledge about McLennan County’s education, health, and financial stability sectors and ongoing initiatives preferred

ABOUT UNITED WAY OF WACO-MCLLENAN COUNTY:

For nearly 90 years, United Way of Waco-McLennan County has focused on strengthening our community and creating opportunity for every resident through inspired and informed philanthropy and partnerships to address our greatest challenges. UWWMC works with corporate, private and civic leaders to strengthen programs that support and empower children, families, and individuals. Through the generous support of our donors and the strength of our non-profit partners, we are working to affect equitable, systemic change in education, health, financial stability, and safety net services so that all people achieve their full potential.

Positions at United Way exists to support the mission, which is to strengthen the community by mobilizing resources to measurably improve lives.

HOW TO APPLY:

Interested candidates should email a resume and a cover letter to: tiffanijohnson@unitedwaywaco.org

Please list the subject line as: “Manager of Grants and Impact”.