

Position: **Community Impact Director, Financial Stability**
Reports to: Vice President – Community Investments
Type: Full Time Exempt

Summary: The Community Impact Director, Financial Stability oversees and implements UWMC's asset building and affordable housing programs through partnerships, grant making, direct service, and advocacy. Our goal is for Monterey residents to be economically self-sufficient, with more opportunities for prosperity. These programs and services are supported by grants from foundations, government contracts, corporate and individual donors.

SCOPE OF WORK

CalWORKS Community Service Program

- Provides administrative oversight and management support for the Community Impact Coordinator.
- Oversees program reporting and ensures contract renewal
- Provides budget oversight to ensure timely and effective use of funds
- Ensures that the program is collecting measurable, meaningful data and building goals based on these outcomes

Financial Literacy Education

- Provides management support for the Financial Literacy Education Coordinator.
- Provides administrative oversight and actively seeks out new funding opportunities and take a lead role in grant writing. Provides budget oversight to ensure timely and effective use of funds
- Ensures that the program is collecting measurable, meaningful data and building goals based on these outcomes

Volunteer Income Tax Assistance (VITA)

- Builds strong relationship with funding partners including the Internal Revenue Service SPEC representative and state and local funding partners
- Actively seeks out new funding opportunities and take a lead role in grant writing
- Takes the lead on planning marketing and outreach of this program throughout Monterey County
- Ensures that the program is collecting measurable, meaningful data and building goals based on these outcomes
- Provides budget oversight to ensure timely and effective use of funds.
- Reports on program successes and outcomes to funders, UWMC staff and board, and the public
- Provides management support for the VITA Specialist and VITA Program Assistant.
- Supports VITA staff in:
- Completing between 10-20 site agreements annually strategically representing all corners of the County.
- Recruiting and building strong agency partnerships that meet the needs of the free tax program
- Creating and maintaining volunteer recruitment and retention strategies

- Implementing continuous improvement in volunteer engagement with surveys, communication, and strong organizational supports
- Marketing, outreach and recruits existing and new volunteers
- Supporting team to attend Saturday tax law training sessions October through January, provide snacks and materials, and track volunteer progress while providing support for success
- Supporting program and volunteers to implement VITA program February through April – providing snacks and materials, providing support for success of Site Coordinators and volunteer tax preparers

Grantmaking and Management

- Oversees grant funded partner to ensure contract compliance, emergency food and shelter and financial capacity building programming

Asset Building Initiatives

- Actively engages in community initiatives that support affordable housing and asset building

Emergency Rental Assistance Program (ERAP) and Housing Stability Grants

- Oversees grant funded partners to ensure contract compliance and high quality programming
- Reports to the County Department of Social Services and the Federal Treasury on number of households served, and dollars spent
- Manages Neighborly software contracts, run reports, and analyze data to report to funders, board, and community
- Ensures timely spend-down of grant funds
- Reports to the State Department of Housing and Community Development on Emergency Rental and Utility Assistance dollars spent
- Financial oversight of dollars spent on Emergency Rental and Utility Assistance

General

- Support United Way operations, outreach and fundraising
- Other duties as assigned

FUNCTIONAL COMPETENCIES

- *Strategic Community Collaborator* - Engages diverse stakeholders to accurately and effectively assess community needs and with credibility, authenticity and humility strategically guides United Way to contribute to Monterey County's priorities.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* - Able to address and manage complex issues to achieve desired results. This includes the ability to gather, interpret and use relevant data to drive strategy development, make decisions and drive for results.
- *Planning & Implementation* - Leads and takes initiative in planning and developing initiatives within impact areas to achieve results that drive collective community outcomes.
- *Embracing & Managing Change* - Champions and facilitates change to ensure long-term community sustainability. Adapts successfully to changing needs while maintaining positive relationships with all constituents, internal and external

GENERAL UNITED WAY COMPETENCIES

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *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 United Way brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network

REQUIREMENTS

- Bachelor's degree
- Budgeting and social service management experience
- Excellent oral and written communication skills.
- Excellent organizational skills and attention to details
- Self-motivated, able to work as both a team member and individually.
- Partner development, community engagement and outreach skills.
- Proficient in use of Microsoft Office Suite applications and willingness to learn database software.
- Ability to lift and carry up to 35 pounds.
- Possession of a valid driver's license and a reliable automobile.
- Travel by car throughout Monterey County, daily or weekly as needed.
- Willingness to work nights and weekends on occasion

PREFERRED QUALIFICATIONS

- Case management experience
- Bilingual/Biliterate English/Spanish
- Supervisorial experience (minimum two years)
- Using data to improve outcomes
- Master's degree in social work, education, public administration or other related field

Salary: \$83,200-93,500 depending on experience.

Benefits: Benefits include healthcare, dental, vision, 403B retirement plan with 3% employer contribution and up to 3% match, disability, life and generous paid time off and holiday policies.

To Apply: Interested applicants are encouraged to submit a cover letter and resume by email to Tina.Engquist@unitedwaymcca.org

United Way Monterey County is an Equal Opportunity Employer.