



United Way of San Joaquin County

The mission of the United Way of San Joaquin County is to improve the lives of people by mobilizing the caring power of communities.

JOB DESCRIPTION

JOB TITLE:	Director, Community Impact and Public Policy	WEEKLY HOURS:	40 hours
DEPARTMENT:	Community Impact	FLSA STATUS:	Exempt
REPORTS TO:	CEO/President	DATE:	June, 2021

GENERAL FUNCTION: The Director of Community Impact and Public Policy will lead efforts to design, develop, launch, and execute strategies to scale effective and innovative social impact initiatives to drive achievement aligned with United Way of San Joaquin Counties Bold Moves strategic plan. The individual will collaborate in partnership with staff and partners from across the community to leverage resources, support advocacy and public policy initiatives, and work collaboratively with our nonprofits to ensure that key strategies reach a greater scale. This position reports to the President/CEO.

PRIMARY AREAS OF RESPONSIBILITY:

Lead organizational efforts to **scale effective impact strategies** to accelerate progress towards the Bold Moves for San Joaquin County:

- Design, develop, launch and evaluate United Way efforts to support scaling of effective community solutions focused on achieving the Bold Moves. Ensure that appropriate funding and technical assistance are incorporated into efforts.
- Strong focus on management of Public Policy initiatives as lead by United Ways of California and local initiatives related to UWSJC's social impact agenda.
- Provide consultative support to key United Way content area and initiative leadership to ensure that consistent and effective approaches to scale are conducted across the organization.
- Primary areas of focus include oversight of the Workplace Giving Campaigns, Connected Community Network digital platforms, and major gifts Fund Development.
- Develop, monitor, and as needed, refine short- and long-term goals and objectives for organizational scaling efforts.



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- Design, develop, launch, and evaluate incubation programs for social innovation focused on accelerating progress towards the Bold Moves. Ensure that appropriate funding and technical assistance are incorporated into programming. Major emphasis on Homelessness, Housing and Education.
- Develop, monitor and as needed, refine short- and long-term goals and objectives for organizational efforts to support social innovation.
- Document and disseminate United Way efforts around innovation and scale. Drive United Way of San Joaquin County's reputation as a national leader in community change.

SUPERVISORY RESPONSIBILITIES: Manage workplace campaign support team and other staff associated with specialized projects.

JOB RELATIONSHIPS WITH: United Way CEO/President; Community Impact and community initiative staff and volunteer leadership; philanthropic and nonprofit partners; technical assistance providers.

MINIMUM KNOWLEDGE & SKILLS REQUIRED:

- Bachelor's degree, Master's degree preferred.
- Minimum 5 years' experience in agency and/or community building activities in a non-profit or governmental setting.
- Demonstrated experience with managing funding processes and providing technical assistance to support social innovation.
- Ability to write grants and critical communication pieces for use by social media team.
- Strong analytical ability; must be able to interpret, report and use data.
- Significant knowledge of program evaluation methodologies and outcome measurement practices.
- High proficiency in oral and written communication.
- Excellent interpersonal skills.
- Excellent social media, website, and online platform skills.

WORKING CONDITIONS:

- Normal office environment with little exposure to dust, noise, temperature, and the like.
- Extended viewing of computer monitor.
- Occasional local travel within the regional area.
- Position will include both in-office and remote work options.



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COMPETENCIES:

- Communication Skills
- Interpersonal Skills – Builds Relationships
- Organizational/Strategic Planning and Facilitation Skills
- Leadership and Team Building
- Measurable Impact – Achievement Oriented

All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This position description is not intended to be construed as an exhaustive statement of duties, responsibilities, or requirements. Team members may be required to perform any other job-related instructions as requested by their supervisor.

United Way of San Joaquin County is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, United Way of San Joaquin County complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. United Way of San Joaquin County also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.