

Community Impact and Engagement Manager

Permanent, full time
Flexible hours
Benefits package

Summary

Working under the direction of the CEO, and guided by the Strategic Plan, the Community Impact and Engagement Manager leads the planning, development, management, and implementation of strategies to engage the Chatham-Kent community to achieve the Community Impact work of United Way. This includes:

- Monitor and understand current and emerging issues in Chatham-Kent and recommend strategies for UWOCK's role in addressing them
- Manage UWOCK's community investment (i.e., granting) process, in accordance with UWOCK's Community Impact and Investment Plan and in collaboration with the Community Impact Committee
- Monitor and gather information on outcomes of funded programs and UWOCK's Community Impact and Investment Plan
- Support the Community Impact Committee in working to address UWOCK's current priorities
- Support and work with partners and community members to engage the broad community with a vision to strengthen the network of services and build community capacity to address social issues
- Be relationship-oriented and focussed on furthering the mission of the UWOCK

We are committed to being an organization that promotes respect, equity and inclusion. We are actively working to build an organization that reflects the broad diversity of people living in Chatham-Kent.

Key Responsibilities

Community Capacity Building

- Strategic planning and implementation of Community Impact activities related to UWOCK's priority area
- Represents UWOCK at relevant networks, coalitions and community groups to identify community issues
- Leads UWOCK's volunteer and community engagement initiatives
- As part of the UWOCK staff team, supports organizational goals involving resource development, marketing and communications and operational excellence
- Manages and supervises UWOCK-led initiatives and programming as assigned

Community Investment

- Supports the goals and volunteers of the Community Impact Committee, including:
 - Training and supporting volunteers
 - Preparing necessary materials and reports for Community Impact Committee meetings
 - Coordinating, preparing and organizing the community investment (i.e. granting) process, advising applicants on UWOCK processes, practices and timelines
 - Maintaining appropriate records of grants, grant partners and impact outcomes and data
 - Maintaining stakeholder feedback of the community investment and engagement processes and providing recommendations for continuous improvement
- Prepare and distribute appropriate progress reports, and in collaboration with the Marketing and Communications team, develop annual Community Impact reports
- Identify areas of opportunity to support funded agencies and maintain strong ongoing relationships with those funded agencies

Community/Special Events

- Acts as a resource representing UWOCK and provides support to events as required
- Participates in presentations and supports campaign at peak times as required

Other

- Promotes a culture of high performance, collaboration, innovation and commitment to community impact
- Actively supports and participates in project, cross-functional teams or workgroups that support the work of the entire organization
- Support close working relationships with the Resource Development team, Marketing and Communications team and operational staff to foster strong cross-functional efficiency across the organization
- Performs other related duties as required

Qualifications and Skills

- Champions diversity, equity and inclusion, and applies this lens to their work
- Relevant post-secondary education, or an equivalent combination of education, training and experience
- 3-5 years of relevant experience, including in not-for-profit sector, social planning or community development
- Demonstrated understanding of strategic community collaboration and engagement
- Demonstrated skills in community and capacity building, facilitation and group problem-solving skills

- Knowledgeable in program development and/or delivery
- Demonstrated leadership skills, including setting goals, ensuring strategic alignment, balancing multiple priorities and executing to tight deadlines
- Ability to work effectively with diverse groups of volunteers and stakeholders
- An understanding of the non-profit sector in Chatham-Kent
- Willingness to work flexible hours, including some evenings and weekends to meet deadlines and facilitate working with community volunteers
- Experience in fund allocation, program evaluation and/or outcome measurement
- Ability to establish and maintain productive working relationships with diverse stakeholders, including agency partners, community organizations, community advocates, volunteers, and community members
- Excellent oral and written communication and presentation skills, with the ability to communicate to inspire community support and impact
- Strong computer skills, including Microsoft Office suite programs
- Ability to multi-task and pay attention to detail, accuracy, timelines and quality of work at all times

Interested, qualified candidates are encouraged to apply. Please include a cover letter indicating your salary expectations and a resume and send it by email to HR@uwock.ca. United Way of Chatham-Kent is committed to developing a diverse and inclusive workplace. We encourage candidates from diverse backgrounds, including those who may need accommodations, to apply to join our team. In accordance with the Accessibility for Ontarians with Disabilities Act (A.O.D.A.) please contact us should you require accommodation to apply or if selected to participate in an assessment process.