

UNITED WAY OF GREENVILLE COUNTY
COMMUNITY ENGAGEMENT MANAGER



Reports to: Director of Vibrant and Equitable Communities

FLSA Status: Exempt, Full-Time

Date Revised: October 21, 2022

WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Despite our success, many people experience a different Greenville. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's (UWGC) unique ability to take on challenges like affordable housing, education, job training, transportation, and other complex community issues—all at the same time—is unmatched.

WHAT WE DO

We mobilize individuals and convene partner agencies, corporations, and community leaders to make broad, systemic change like no other organization can on its own.

United Way values the abilities and perspectives that make each person who they are, empowering our employees to reach higher, think differently, act innovatively, and work collaboratively. People who work here provide the energy, expertise and creativity that is critical to creating the lasting change our community needs—and the opportunities to succeed that everyone deserves.

Vision: A Greenville County where all people have access to the opportunities to achieve their full potential.

Mission: We mobilize people and resources to improve lives, strengthen the community, and advance equity for the benefit of all.

Impact: As a funder, partner and convener, United Way of Greenville County works with the entire community to build resources, focus investments, and foster partnerships that create lasting solutions to big community problems.

POSITION SUMMARY:

The Community Engagement Manager is a key member of the Community Impact Team with responsibility for strengthening and managing relationships with community leaders and stakeholders to aid in enhancing economic mobility in Greenville County. The Community Engagement Manager leads community initiatives including Faith-Based Roundtable, Greenville Dreams, and Grassroots Leadership Development Program. This role also serves as a United Way ambassador by participating in external forums, committees, and initiatives relevant to poverty reduction and advancing equity.

Key Relationships:

External: United Way funded partners, foundation staff, Greenville County's corporate, civic, volunteer, community, and religious leaders. Local, state, and federal agency leaders and key staff. United Way state and national network leaders.

Internal: Volunteer groups associated with Community Impact, including Community Impact Committee, and United Way staff.

ESSENTIAL RESPONSIBILITIES

Community Collaboration and Connection

- Utilizes Asset Based Community Development approach to develop relationships, identify, and mobilize community assets - namely individuals, associations and organizations, and drive progress around common community needs.
- Serves as a strategic community partner liaison providing leadership to UWGC strategic community partners funded in the Vibrant and Equitable Communities impact area, including development of and participation in the investment process.
- Vibrant and Equitable Communities initiatives, executes detailed project plans, and enhances resource accessibility to achieve equitable outcomes.
- Identifies and champions strategies, initiatives, and processes for furthering UWGC's community impact – namely in the area of community engagement and organizing, racial equity, and resource navigation.
- Researches, collects, and utilizes best practices and relevant data to implement effective and ongoing community engagement practices.

Program and Relationship Management

- Develops, build, and maintain relationships and credibility that bring partners and stakeholders together to influence positive change in the Greenville community.
- Facilitates community conversations and focus groups with diverse groups to share information and resources as well as collect information that will inform the planning and implementation of United Way of Greenville County's strategies, initiatives, and program investments
- Maintains knowledge of current and evolving community needs, resources, and insures frequent and ongoing input from the community
- Maintains a current understanding of and effectively articulates UWGC's strategic priorities, impact initiatives, and results. Participates in appropriate internal and external committees in support of UWGC's Community Impact work.
- Convenes and connects relevant influencers to develop strategic and tactical partnerships that increase the odds of economic mobility.
- Manages and navigates often complex, multi-faceted relationships with public, private, funded, and nonfunded partners.
- Creates and maintains a culture of collaboration, trust, and accountability between community partners and United Way staff.

Knowledge, Skills, and Abilities

- Experience leading grassroots organizing efforts.
- Demonstrated history of social justice and anti-racism work in previous work or volunteer opportunities.
- Strategic thinker who can provide overall vision on how to best work with community and grassroots leaders.
- Ability to build and retain quality relationships with community leaders in the public sector.
- Demonstrates strong interpersonal skills and the ability to create results through influence management.
- Exhibits creativity and resourcefulness; looks for ways to improve current policies and procedures.

Education and Experience

- Bachelor's degree in a related field.
- Three to five years of related professional experience, specifically in community organizing.
- Strong problem solving skills.
- Experience in project and process management, with ability to coordinate multiple projects simultaneously.

This is not a contract. No information in this document will alter the At-Will Employment Relationship.

- Experience in team leadership and management, strategic thinking, program development, volunteer management, research, evaluation, and report writing.
- Strong written communication, verbal, and written skills.
- Experience with meeting facilitation, public speaking, and training.
- Knowledge and use of current Microsoft Office and its applications. Database experience a plus.

Mental & Physical Demands- ADA Guidelines				
Physical Demands				
Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Lifting Requirements				
10 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Pushing and Pulling Requirements				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Definitions				
N/A	Not Applicable	Activity is not applicable to this occupation		
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs./day)		
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs./day)		
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs./day)		

HOW TO APPLY

Submit your resume and cover letter to talent@unitedwaygc.org with “Director of Vibrant and Equitable Communities” in the subject line.

United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include health, dental and vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for employees and their families.

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United Way of Greenville County is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.