

## UNITED WAY OF GREENVILLE COUNTY COMMUNITY INVESTMENT MANAGER

### POSITION SUMMARY:

The Community Investment Manager is a key member of the Community Impact Team with responsibility for strengthening and managing relationships with community providers working to achieve the United Way's How We Win strategy. The Community Investment Manager also strives to achieve positive outcomes by leveraging individual and organizational relationships.

### Key Relationships:

External: United Way funded partners, community stakeholders, Greenville County's corporate, civic, volunteer, community, and religious leaders. United Way national network leaders.

Internal: Volunteer groups associated with education, including Community Impact Committee volunteers, United Way staff, OnTrack Greenville staff, Greenville Racial Equity and Economic Mobility (REEM) Commission staff.

### ESSENTIAL RESPONSIBILITIES

#### Investment and Impact Management 40%

- Regularly engages with and convenes community partners funded in education and childcare, to foster a culture of collaboration and build a more effective, equitable, and efficient social sector.
- Researches, collects, and utilizes best practices and relevant data to identify and address disparities in education, as a primary factor of economic mobility.
- Works closely with OnTrack Greenville to enhance its strategic objectives, identifying county-wide and location-specific needs and implementing impactful solutions.
- Supports data collection processes that promote participatory evaluation and trust-based philanthropy.
- Evaluates progress of grant investments and determines if recalibration is necessary. Ensures that problems are addressed quickly, and appropriate measures are taken in partnership with the Vice President of Community Impact.

#### Relationship Management 40%

- Identifies, develops, and sustains relationships that bring partners and stakeholders together to advance UWGC's How We Win strategy. Navigates often complex, multi-faceted relationships with public, private, funded, and unfunded partners.
- Serves as community liaison in the areas of childcare and education, investing time in/with community to inform external stakeholders of UWGC strategy, stay abreast of current and emerging community trends, and identify sector-specific opportunities to enhance impact. Ensures frequent and ongoing input from community.
- Maintains a current understanding of and effectively articulates United Way of Greenville County's How We Win strategy, impact initiatives, and results.
- Participates in appropriate internal and external committees in support of United Way of Greenville County's Community Impact work. Serves as an effective ambassador of United Way programs and initiatives.
- Works with Community Impact team to coordinate partner communications and convenings.
- Proactively responds to and resolves issues regarding funding, staffing, capacity, local community need, and other barriers. As needed, appropriately engages senior leadership to respond to and resolve issues.

#### Internal Leadership 20%

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

- Effectively communicates priorities and impact of UWGC's community initiatives and investments to internal audiences.
- Advises fundraising teams in securing resources and aligning grant funding.
- Performs other duties as requested by supervisor.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in a related field or equivalent experience
- Three+ years of related professional experience, preferably within the education and/or philanthropy ecosystems. Supervisory experience is a plus.
- Proven ability to work independently and collaboratively.
- Ability to manage and prioritize simultaneous projects to ensure goals/deliverables are achieved on time.
- Strong written communication skills.
- Understands the nonprofit sector and is sensitive to power dynamics between funders and nonprofits, along with interpersonal ability to minimize these differences and establish trust-based relationships.
- Expertise in meeting facilitation, public speaking, and training.
- Knowledge and use of current Microsoft Office and its applications. Database experience a plus.

#### **HOW TO APPLY**

Submit your resume and cover letter to [talent@unitedwaygc.org](mailto:talent@unitedwaygc.org) with "**Community Investment Manager**" 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 eligible employees and their families.*

*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.*