

**Job Title:**

Community Impact and Administration Manager

Reports to:

Director of Development and Communications

Location:

Aurora, IL

Position Summary:

The Community Impact and Administration Manager at Fox Valley United Way plays a pivotal role in enhancing the well-being of the community through the management and execution of key initiatives.

This position involves planning, coordination, and oversight of all initiatives aimed at providing essential services and support to individuals and families in need. The Community Impact and Administration Manager is responsible for the management and support of Fox Valley United Way Impact Initiatives, including 2-1-1, Dolly Parton's Imagination Library, Holiday Assistance, Grant Making, United for ALICE and Community Drives. This position will also be responsible for supporting organizational administration, including accounting, banking, data entry, and other duties as assigned.

JOB RESPONSIBILITIES: (Essential functions of the job)

This position will be responsible for the FVUW impact areas through community outreach, marketing, and management of initiatives. They will also be responsible for providing monthly updates and infographics for use in stakeholder presentations.

- **2-1-1:** Oversee Kane 211. This position will deliver reliable connection and accessibility for community members seeking information and assistance. Collaborate with local agencies to maintain up-to-date data, resources, and referrals.
- **Dolly Parton's Imagination Library:** Oversee the DPIL initiative. Manage registrations of program participants, coordinating effective delivery of resources, and troubleshooting problems along the way.
- **Holiday Assistance:** Plan and execute the Holiday Assistance program. Coordinate gift distributions, gift card acquisition, toy drive collections, and other seasonal support activities to help families during the holiday season. Connect with local schools, non-profits, and community members in need to create a financial stability roadmap for those involved and rewarded with enrollment in the program.
- **Grant Making:** Assist the application and evaluation process of administering grants to community organizations. Coordinate meetings and documents associated with the evaluation process committee to award grants to support various community initiatives. Ensure compliance with grant requirements and effective utilization of funds.
- **Community Drives:** Coordinate and collect items from community partners in annual in-kind drives. Drives include food, books, diapers, socks, toys and blankets. Construct a database of impact for use in grant applications and annual audit reporting.

Fundraising Events

- Assist Director of Development in all fundraising events with specific goals and objectives for increased revenue and engagement
- Procurement of resources, including in-kind donations, and volunteerism at said events to maximize profit of the event and create longevity in the community.

Administration

- Maintain office space of supplies and materials needed by the staff to create an efficient work environment and welcoming meeting location to donors, partners, and stakeholders.
- Serves as the first point of contact and resource for individuals requesting social services.
- Organize an effective record library for funded agencies and impact areas.
- Organizes files digitally as well as physically for necessary documents to ensure an efficient office environment.
- Support accounting duties including, filing, accounts payable, and banking.
- Support communications and CRM data entry.
- Support website content, event calendar updates, and online registration pages.
- Responsible for managing all volunteers and community service workers in office tasks or event operations.

COMPETENCIES:

To perform this job successfully, the incumbent should demonstrate the following competencies:

- Teamwork Collaboration – Understands the importance of collective communication among the team
- Excellent interpersonal skills
- Excellent verbal and written communication skills
- Quality Control – demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability – adapts to changes in the work environment, manages competing demands, and can deal with change, delays, or unexpected events
- Self-sufficient – self-directed and takes the initiative on projects

JOB REQUIREMENTS:

Education:

Bachelor's degree in administration, business, finance, or related field or equivalent experience.

Experience:

- Proven experience in program management or fundraising, preferably within a nonprofit organization.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Ability to work collaboratively with diverse stakeholders and community partners.
- Prior knowledge of Outreach or Office Management

Salary Range:

\$60,000 + depending upon experience

Flexibility to work occasional night or weekend hours is required to complete FVUW activities and events successfully.

DISCLAIMER:

This job description is intended to convey the essential functions of this position, and it is not intended to be an exhaustive list of skills, duties, responsibilities, or working conditions associated with the position.