

United Way Kingston, Frontenac, Lennox & Addington
JOB DESCRIPTION

Job Title:	Community Investment Manager		
Reporting to:	Senior Director, Community Impact		
Job Classification	Level 4: Manager Range: \$53,391 - \$66,739		
Department:	Community Impact		
Creation Date:	November 2016	Revision Date:	December 2018, April 2020, February 2022

SUMMARY

Reporting to the Senior Director, Community Impact (SDCI), the Community Investment Manager (CIM) oversees the following areas: fund distribution processes (partner agencies, grants), agency relationships, evaluation, programs, outcome measurement, capacity building initiatives.

The CIM manages Community Investment (CI) staff, providing leadership, guidance and supervision to the employees in this department, liaising with other members of the leadership team to ensure efficient and effective coordination of resources.

DUTIES & RESPONSIBILITIES

Fund Distribution (30%)

- Oversees and manages the process for fund distribution (e.g. partner agency allocations, community investment grants, emergency assistance fund, etc.
- Recommends improvements based on research, best practices and quality improvement
- Supports, advises and guides agencies
- Provides supports to volunteers to ensure they have information, background material and resources to make informed recommendations
- Recruits, assists and orients volunteer panel members
- Ensures compliance with allocation agreements
- Provides timely and accurate reports to the Senior Director, planning ahead and allowing sufficient time for review
- Develops specific reporting for committees and Board of Directors, and works with agencies and staff to follow up on Board recommendations and conditions

Agency Relationships (10%)

- Works closely with CI staff to develop and grow strong positive relationships with funded agencies, and community agencies, providing them with information, resources, support and customer service

- Attends or coordinates UW KFLA representation at agency events, AGMs, etc.
- Coordinates annual agency luncheon, exploring ways to provide information, motivate and support agencies through this event

Leadership Development Services (20%)

- Develops, recruits, delivers and evaluates Leadership Development Services workshops
- Analyzes assessments for use in determining future direction
- Manages initiatives that build capacity of not for profit staff and boards of directors

Staff (10%)

- Provides oversight of staff and placement students involved in Allocation and Granting Process
- Ensures that staff are trained and able to implement the process effectively

Annual Campaign (20%)

- Oversees development and sharing of materials, data, impact statements, stories, testimonials, etc.
- Oversees and ensures awareness opportunities through tours, events, volunteer engagement opportunities
- Manages agency speakers' bureau, coordinating recruitment, orientation, speaking engagements, recognition for participants
- Coordinates and provides accurate information for materials and content
- Provides reports periodically to the SDCI

Other Duties (10%)

- Other duties or tasks may be assigned based on the business needs of the organization

EDUCATION AND EXPERIENCE

Education:

- Certificate or diploma in Office or Business Administration from a recognized community college or equivalent education and experience

Experience:

- Minimum of three years' experience in community development or with a non-profit agency
- Experience in volunteer management working with diverse populations
- Minimum of three years' experience in report writing

Skills & Abilities:

- Sound computer skills including: spreadsheets, word processing, email / internet, database and / or fundraising software
- Leadership and organizational skills

- Very well-developed analytical and reasoning skills
- Ability to understand, express and apply complex concepts and instructions of a general nature as well as moderately technical / scientific / administrative concepts, methods and procedures
- Ability to use complicated formulae, tables and graphs
- Very strong written, verbal, interpersonal and communication
- Proven time management skills and ability to effectively organize work in an environment with competing work duties
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours are required due to deadlines or other operational issues
- Access to adequate transportation is essential

COMPLEXITY OF DECISIONS

Typical decisions include setting own priorities and taking actions in an effort to coordinate requests made by external sources.

This role coordinates volunteers during events and addresses challenges as required.

Judgement is required for setting priorities for Community Investment initiatives (e.g. agency requests for volunteers) and ensuring their implementation. This includes providing leadership for staff working on these initiatives and ensuring workloads are balanced effectively.

Support and guidance for decision making is available as needed.

MANAGEMENT / SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision:

- There are no direct reports for this position.

Indirect Supervision:

- There is one indirect report for this position.

TYPE OF SUPERVISION REQUIRED / INDEPENDENCE OF ACTION

This role operates with a moderate independence of action and works under general direction provided by the Senior Director, Community Impact and the President & CEO.

Policies and general objectives are available, however there is a requirement to show independent thinking and creativity to address tasks and work.

CONSEQUENCE OF ERROR

Typical errors may result in funding programs that do not effectively create the desired level of community result. This could have an adverse impact on the UW KFLA's image and

reputation.

CONFIDENTIALITY

The Community Investment Manager is privy to some confidential information related to activities of the organization and impacts within the community. Disclosure could have a moderate impact externally.

CONTACTS

Internal:

- President & CEO, Vice President, Corporate Services, Managers, Staff
- Nature of the Contact – recommendations, collaboration, supporting initiatives, etc.

External:

- Volunteers, Other United Ways, Agencies, etc.
- Nature of the Contact – liaison, information sharing, advisory support

PHYSICAL EFFORT

- Majority of time is spent in a comfortable position with frequent opportunity to move about
- Infrequent need to move or lift articles

PHYSICAL SKILLS

- Regular need to give close attention, hearing or seeing, to what is happening
- Requirement to work at computer, keyboarding, etc. and various meetings, etc.

WORKING CONDITIONS

Physical:

- Located in a comfortable indoor area
- Unpleasant conditions are infrequent and very mild

Stress:

- Work and environment change very little over time
- Some pressure from deadlines, production quotas, accuracy or similar demands
- Some mildly unpleasant social contacts and / or some concern about unpleasant situations are possible

COMPETENCIES

The United Way Worldwide has developed an extensive Competency Model Framework. The Framework supports a common set of competencies to ensure that each United Way is able to

attract, grow and retain the right people who have key competencies in areas that are fundamental to our mission and strategic direction.

Specific definitions, traits and behaviours are outlined the Framework titled: United Way Worldwide Competency Models. Those specific competencies that apply this this position are:

- Mission focused
- Relationship oriented
- Collaborator
- Results driven
- Brand steward