

COMMUNITY IMPACT MANAGER OF DATA AND EVALUATION

Department: Community Impact
Reports to: Vice President of Community Impact

POSITION SUMMARY

The ***Community Impact Manager of Data and Evaluation*** is an organized, outgoing, strategic and results-driven individual. As a member of the Community Impact Department, this person leads the data collection and evaluation efforts for United Way of Erie County and is directly involved in the Community School, Raising Readers and 211 initiatives. This person also provides support to the other Community Impact Managers of Data and Evaluation.

This position reports to the Vice President of Community Impact.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This is a three-year grant funded position.

ESSENTIAL FUNCTIONS

Data and Evaluation

- Supports the data collection and evaluation efforts for United Way's Community Impact Strategy, including Community Schools, Raising Readers and 211.
- Provides capacity building and technical assistance to United Way's partners.

Grant Administration

- Supports the administration of United Way grant processes.

Community Schools

- Serves as a point of contact for the completion of Community School Action Plans and Quarterly Reports.
- Serves as a United Way data and evaluation point of contact to the Community School Leadership Teams.

Raising Readers

- Assists and provides support regarding all of United Way's Raising Readers responsibilities.

Resource Development

- Researches and writes grants to support United Way's community impact strategy, when applicable.

External Relations

- Represents United Way of Erie County on various community and professional bodies as necessary, and at United Way and other community events.
- Cultivates, manages and/or maintains positive, productive relationships with board members, volunteers, community and business leaders, investors, stakeholders, vendors, donors and community partners.
- Is visible in the community as a United Way professional, especially with diverse groups.

EDUCATION

- Bachelor's degree, Master's preferred, in a related field.

EXPERIENCE

- At least five years' related experience preferred.
- Education- related field preferred.
- Nonprofit experience preferred.

SALARY RANGE

- \$40,000 - \$45,000

REQUIRED SKILLS

- Understands outputs, indicators and outcomes and recognizes the importance of each to our organization, donors and community.
- Recognizes and understands program level and community level outcomes.
- Proven ability to express human service programs in an outcomes-based format.
- Ability to understand and promote the implementation of the Community School model in various Erie County school districts.
- Proficiency in the use of personal computers.
- Adept at using Microsoft Office products and custom software.
- Ability to multi-task and work on multiple projects concurrently.
- Excellent written and verbal communication skills including training and facilitation techniques.
- Ability to establish and maintain strong effective working relationships.
- Ability to analyze and interpret research data.
- Demonstrates leadership ability, active team participation/management and interpersonal skills.
- Ability to work cross-functionally to advance progress toward and achieve goals.
- Has project management experience and ability to track multiple projects and meet deadlines.
- Ability to work under pressure, adapt to change and solve problems.
- Empathy and understanding of those in need or at risk.

- Ability to leave a personal agenda aside for the common good.

PHYSICAL REQUIREMENTS

- Communicates with staff, volunteers, and clients.
- Positions self to use office equipment.
- Access to reliable transportation.

WORK ENVIRONMENT

- Primarily works in climate-controlled office-based setting.
- Position requires worker to commute to offsite locations to complete business.