

## COMMUNITY IMPACT MANAGER OF GRANT ADMINISTRATION

---

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

---

### **POSITION SUMMARY**

The ***Community Impact Manager of Grant Administration*** is an organized, outgoing, strategic and results-driven individual. As a member of the Community Impact Department, this person coordinates United Way of Erie County's community investment processes and is directly involved in the Community School and Raising Readers initiatives. This person also provides support to the Community Impact Manager of Data and Evaluation and acts as a representative of United Way on various committees throughout the Erie County community.

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.

### **ESSENTIAL FUNCTIONS**

#### **Grant Administration**

- Ensures alignment of grant processes with local and national best practices and with United Way's community impact strategy.
- Directs grant processes including the following: scheduling or delegating all logistics; updating and opening online funding applications; recruiting and training review volunteers; creating reports for the review volunteers; running review sessions; screening funding applications; distributing funding notices; managing funding agreements, including revisions as necessary and monitoring of submissions; and serve as primary United Way contact for organizations throughout the grant period.
- Updates, manages, maintains and reports from United Way of Erie County's Community Impact Database (e-CImpact) to meet organizational needs.
- Provides assistance/consulting to community partners and other nonprofit staff pertaining to program logic models, measurement of outcomes and measurement plans, and funding applications/grant/proposals and best practice education strategies.

#### **Data and Evaluation**

- Supports all data collection and evaluation efforts for United Way's Community Impact Strategy, including Community Schools and Raising Readers.

#### **Community Schools**

- Provides research/evaluation and capacity building support to community school partners.
- Identifies and assesses existing and potential community school partners.
- Supports the collection and analysis of individual and aggregate data from various community school sites.
- Assists in the completion of Community School Action Plans.
- Serves as a United Way representative on one or more Community School Leadership Teams.

### **Raising Readers**

- Supports the collection and analysis of data.
- Assists and provides support regarding all of United Way's Raising Readers responsibilities.

### **Resource Development**

- Participates in annual campaigns and manage accounts, as assigned.
- 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**

- Master's degree in a related field preferred.

### **EXPERIENCE**

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

### **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**

- Worker must frequently talk, hear, and use typical office equipment.
- Worker sits most of the time; routinely required to walk and travel by car.

### **WORK ENVIRONMENT**

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