

## UNITED WAY OF ERIE COUNTY

### SENIOR DIRECTOR OF COMMUNITY IMPACT

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United Way of Erie County

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

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#### ORGANIZATIONAL OVERVIEW

United Way of Erie County is a local social impact organization focused on breaking the cycle of poverty in our region.

Our Vision is that the Erie region is a collaborative community of opportunity where ALL students succeed and ALL families thrive.

At United Way of Erie County, we value the differences of ideas, experiences, and individuals without regard to race, religion, color, gender, nationality, sexual orientation, physical challenge, or age. We believe we are strongest when we are most inclusive.

#### POSITION SUMMARY

The Senior Director of Community Impact is a key member of United Way of Erie County's Community Impact Department. Their primary function is to supervise all United Way Community School Directors. They also support the overall implementation and expansion of United Way Community Schools throughout Erie County.

The Senior Director of Community Impact is an engaged, detail-oriented leader who works to advance the Community School Model through the supervision and management of United Way Community School Directors. They are highly visible throughout the community and actively engage and motivate community school directors and community partners to support United Way's mission. They also foster a spirit of teamwork and unity among United Way Community School Directors and other United Way staff.

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

#### ESSENTIAL FUNCTIONS

- Directly manages and supervises all United Way Community School Directors employed by United Way of Erie County
- Leads the recruiting, training and onboarding of new United Way Community School Directors
- Coordinates professional development and training opportunities for United Way Community School Directors
- Conducts performance management through regular coaching sessions to support the personal and professional growth of United Way Community School Directors
- Conducts annual reviews of all United Way Community School Directors
- Ensures United Way Community School Directors understand United Way's mission and vision

- Facilitates regular planning meetings with all United Way Community School Directors
- Is involved in the implementation of current and new United Way Community Schools

### **OTHER**

- Additional responsibilities/duties as assigned

### **EDUCATION**

- Bachelor's degree, Master's preferred, or five (5) years equivalent field experience

### **EXPERIENCE**

- Five (5) years supervisory experience of eight (8) or more individuals
- Experience with Community Schools preferred
- Experience in K-12 education preferred
- Experience working with low income and diverse populations preferred

### **SALARY RANGE**

- \$65,000 - \$70,000

### **REQUIRED SKILLS**

- Strong oral and written communication skills
- Ability to work independently and as part of a team
- Ability to build and maintain relationships with a variety of stakeholders
- Ability to handle confidential information with sensitivity and integrity
- Strong interpersonal skills
- Ability to navigate conflict and difficult personnel matters
- Administrative and management skills
- Excellent organizational skills and attention to detail
- Strong meeting facilitation skills
- Goal oriented

### **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