



United Way of Anchorage

**Title:** Community Impact Manager

**Supervisor:** Vice President Community Impact

**Salary Range:** \$65,000 - \$74,000 DOE

**Hours of Work:** 8:00 a.m. to 5:00 p.m., M-F, with occasional weekend and evening commitments

**Organization Overview:** United Way of Anchorage unites caring people to give, volunteer, and take action to remove barriers to opportunity and solve our community's toughest challenges. Our focus is on education, financial stability, and health, the building blocks for a good quality of life and a strong community. Our workplace is fast-paced, collaborative, and adaptive. At United Way of Anchorage, we believe in setting ambitious goals, working collectively to implement solutions, monitoring progress, adapting, continually learning, and celebrating our community's success.

**Position Overview:** The Community Impact Manager works closely with the Vice President of Community Impact and the Community Impact Team to catalyze community action that improves outcomes in Anchorage across the UWA focus areas of education, health, and financial stability. They work closely with United Way of Anchorage staff to advance the mission of the organization in general, and specifically to help generate financial resources, communicate effectively to build community support, and engage partners and community members in support of UWA impact goals.

The Community Impact Manager has community leadership responsibility to steer collaboration that improves results in UWA's focus areas. They convene cross-sector groups, facilitate, and guide efforts to innovate, plan and implement strategies that impact the goal. Groups may be composed of leaders from non-profits, and social services, business, funders, research experts, and community advocates, as well as community members and families. The Community Advancement Manager leads these diverse community partners to identify, implement and support strategies that measurably impact UWA's community goals.

### **Roles & Responsibilities:**

- Implements UWA's impact agenda strategies including the development and management of collaborative partnerships and advisory teams, as needed.
- Builds relationships and partnerships with individuals and organizations engaged in impact agenda work in UWA priority areas.
- Supports UWA's community investment process by helping to develop, implement, and continually refine application, review, and reporting procedures. Assists in day-to-day management of UWA community investment process including applications, individual communications with and support to agencies, memorandums, reporting, and evaluation.
- Builds community engagement including involvement from marginalized communities to bring lived experience and solutions to UWA's impact agendas.
- Maintains expertise in data relevant to the community goals and impact agenda results, including population results, system results, and program results.
- Works internally with other UWA team members to ensure resource development, community engagement, and communication efforts and activities synchronize with impact agenda goals.
- Identifies impact agenda funding needs, researches funding opportunities, and develops proposals with internal UWA partners and external partners, as needed. Participates in writing and submitting grant applications and reports.
- Assists with United Way workplace campaign, constituent cultivation, and signature UWA events.
- Encourages and facilitates networked services, systems of service delivery, sharing of resources, sharing of data, and system review of progress toward UWA impact goals.
- Models and encourages system thinking, as well as foundational practices such as continuous quality improvement.



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- Ensures that UWA internal partners are continually apprised of current work by preparing, updating, and presenting a variety of reports and communications for internal use.
- Leads or supports program and initiative event coordination and participation.
- Assists with external publications and information.
- Manages contract relationships with vendors and service partners.

#### **Education and Experience:**

- Bachelor's Degree required; Master's degree preferred in public administration, business administration, education, public policy, community development, or related field.
- 5+ years of progressively responsible executive experience in the field of nonprofit administration, community organizing, public administration, or education, with supervisory experience.
- Grants acquisition and grants management experience.

#### **Skills:**

- Strategic community collaborator: Outward-turning, inquisitive and curious, creates strategic partnerships, implements shared initiatives, culturally astute.
- Project management experience
- Skilled and strategic communicator, connects to audience, internal collaborator.
- Critical thinker and creative problem-solver: Gathers data, effective decision-maker, develops solutions, creative and innovative.
- Planner and implementer: Strategic, able to manage projects, acquires resources, engage partners, share knowledge, measure progress.
- Embracer and manager of change: Constructive optimism, resilience, flexibility, manages ambiguity.
- Results-driven: Data-driven management and continuous improvement practices, facile with data management and analytics.
- Applies an equity lens to the work. Understands own role, sensitive to understanding the perspectives of others, respectful, open to owning personal blind spots, open to learning.
- Ability to organize, plan and manage multiple tasks, projects, and events simultaneously, meet deadlines and work under pressure.
- Superior interpersonal skills, ability to work with numerous personalities, relate and communicate quickly and effectively with volunteers, community, corporate and governmental leaders essential - active listening, interpersonal/cultural sensitivity, sound judgment, strong persuasion and presentation skills.
- Experience with utilizing rigorous continuous quality improvement processes and methodologies.
- Experience with community change models such as Results Based Accountability, Collective Impact, Human Centered Design
- Superior attentiveness to detail
- Able to navigate sensitive situations
- Licenses: Valid Alaska Driver's License. Access to reliable insured vehicle to be used for work-related travel in the Anchorage area.

#### **Personal Competencies:**

- **Know Yourself** - Demonstrate self-awareness, self-management and continual growth and learning. A person who knows themselves can identify their thoughts, feelings, and wants and then effectively put them into words in the moment. They are aware of their patterns, strengths and limitations and they seek feedback and knowledge to continually learn and grow from their experiences.



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- **Understand Others** - Demonstrates interpersonal awareness and the ability to be inclusive. A person who understands others knows that everyone has their own experience of any given situation. They seek to understand all perspectives and leverage the generative nature of differing options and experiences so that outcomes are of the highest priority.
- **See the Whole** – Demonstrates organizational and political awareness, relationship building skills, and effective decision making. A person who sees the whole understands how UWA is connected in vision, mission, and function. They can balance UWA, partner organizations, donors, and community member interests to make effective decisions as well as champion decisions that have been made. They know the importance of relationships in understanding all perspectives and demonstrate effective group behaviors.
- **Create an Environment of Success** - Demonstrates the ability to integrate performance leadership into program activities, provide coaching and mentoring for improved success, provide personalized recognition and celebrate successes, and displays characteristics of interpersonal influence. A person who creates an environment of success can clearly articulate their vision and expectations to their team and garner commitment. They ensure accountability and continued success through feedback, coaching and recognition. They diligently apply the Plan DO Check/Study Act methodology to ensure that activities are effective and efficient.
- **Model the Way** - Demonstrates ethics and integrity, consistently walking their talk. A person who models the way is highly credible. They do what they say they are going to do. They consistently excel by aligning their personal actions with shared values.

**To Apply:** Please send your resume to Justice Binegar, [jbinegar@ak.org](mailto:jbinegar@ak.org), HR Specialist