



United Way of Yampa Valley

MOFFAT COUNTY COMMUNITY IMPACT MANAGER POSITION

RESPONSIBILITIES

This description of essential functions is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added as appropriate.

Essential Functions

The Community Impact Manager oversees all aspects of the United Way of Yampa Valley's Moffat County programs. Specifically, is responsible for planning, implementing, and evaluating all Moffat County programs.

The programs are the following: Moffat County campaign, Day of Caring, Volunteer program, Youth United Way, Holiday Drive, and Human Resource Council.

Programs

- *Day of Caring*
 - Work with the Routt County Community Impact Program Manager to prepare the Day of Caring budget and timeline.
 - Recruit volunteers and agency projects
 - Match volunteers with projects and send detailed communication to both volunteer and project point person
 - Assign staff and volunteers to visit projects so that all projects are visited on the Day of Caring
- *Volunteer Program*
 - Proactively engage the volunteer community on an ongoing basis and recognize volunteers.
 - Solicit volunteer opportunities from agencies and recruit volunteers.
 - Maintain volunteer database
 - Refine, manage, and facilitate the Volunteer of the Year award, including community and media communication, recruitment of nominations, selection, and organization of committee to select award recipient, buying Volunteer of the Year recognition awards, preparing a speech, and presenting the award.

- *Youth United Way (YUW)*
 - Maintain and promote YUW membership
 - Collaborate and communicate with partnering youth leaders
 - Plan yearly summer youth leadership retreat and manage all logistics
 - Attend monthly YUW officer and group meetings from August-May
 - Plan and organize annual fundraising events, including holiday wreath sales and delivery.
 - Plan, organize and supervise annual YUW community volunteer events, including Community Kitchen, highway cleanup, Festival of Trees, hot chocolate stand at the Downhome Christmas event, Holiday Drive, and campaign fundraising events.
 - Train and help students apply for local grants to help fund their annual grant allocation
 - Oversee and assist students with the annual YUW grant cycle, including reviewing grant applications, promoting grants to local nonprofits, selecting, training, and supervising the YUW allocations committee, scheduling allocation interviews, and communicating grant awards to the Executive Director and agencies.
 - Work with local organizations to connect YUW to volunteer, leadership, and educational opportunities.
 - Prepare and present annual awards and organize end-of-year media recognition in May

- *Holiday Drive*
 - Assist with the counting, recording, and distribution of money donations at the annual Holiday Drive

- *Human Resource Council (HRC)*
 - Assist Executive Director as needed with HRC meetings, promoting HRC and communion for HRC
 - Engage with the City of Craig and Moffat County governments to maintain and promote a strong partnership
 - Attend meetings to record minutes
 - Help with HRC allocations as needed, including recruitment of HRC allocation committee members, allocation communication, and coordination.

Other Duties

- *Program Evaluations*
 - Complete annual evaluation of all programs making recommendations for improvement and efficiencies.

- *Office Management*
 - Ensure a smooth-running office, including communication with the realtor and upkeep of office building, utilities, equipment, and supplies. Provide weekly updates on office status to Business Operations Manager in Routt County.
 - Check mail weekly
 - Prepare and submit all Moffat County program expenses to the Business Operations Manager.
- Assist Executive Director with workplace giving presentations during the fall.

Qualifications

- College bachelor's degree or above
- Prior project management experience
- Proficiency with computers and experience with MS Office applications such as Excel, PowerPoint
- Accuracy and attention to detail
- Ability to communicate effectively, verbally and in writing
- Possess excellent customer service skills.
- Enjoy talking to many different people and have an outgoing personality
- Ability to relate well with people and communicate in a pleasant and professional manner
- Interest in United Way's mission

SUPERVISION AND EVALUATION

- The Community Impact Manager is supervised and evaluated by the Associate Director
- Monthly one-on-one touch base meetings will be conducted.
- An annual evaluation will be conducted on the year anniversary of employment.

HOURLY PAY AND BENEFITS

- Hourly rate between \$24 - \$26 an hour based on experience.
- Health, dental, and vision insurance with Health Savings Account
- Short-term and long-term disability insurance
- SIMPLE plan with a 3% match after one year of employment
- Ability to work remotely one day a week on Fridays.
- Liberal paid time off schedule

- Liberal vacation policy
- Regular touch bases with annual review