
Community Impact Program Officer – Financial Stability

Reports to: Vice President, Community Impact
Department: Community Impact
Classification: Full-Time
Date: August 14, 2014

JOB SUMMARY:

Reporting to the Senior Vice President of Community Impact, United Way California Capital Region's Community Impact Program Officer-Financial Stability is responsible for assuring the successful development and implementation of community investment strategies that provide real, measurable benefits to the regional community and position United Way as the most effective option for donors who want to address local health and human services needs. United Way uses a collective impact approach, engaging multiple key stakeholders across a wide range of issues to catalyze and implement these community change strategies. The Program Officer also is responsible for providing oversight, staff support and facilitation of the United Way Financial Stability Impact Council and the Sacramento Assets & Opportunity Network. The Program Officer is responsible for developing and maintaining the working relationships with the representatives of nonprofit agencies and other interested volunteers who participate on the Impact Councils and the Sacramento Assets & Opportunity Network. The Program Officer helps to recruit volunteers from the community—both lay people and subject matter experts—to serve on these Impact Councils and local Assets & Opportunity Network. The Program Officer uses consensus management to help the Council and Network clearly define investment priorities and proposals and focus on strategies with measurable outcomes. Ultimately, the Program Officer is responsible for ensuring that Impact Council fulfills not only the needs of the community, but also the desires of donors for investments that have real impact.

ESSENTIAL FUNCTIONS:

- Assist in the development, implementation and management of a departmental operating plan and budget that enables UWCCR to achieve its Impact objectives.
- Assure the development of projects by Impact Councils that align with United Way's investment priorities and produce measurable outcomes.
- Assist in planning, implementing and managing the Sacramento Assets & Opportunity Network.
- Coordinate between Impact Councils to ensure maximum leveraging of resources and efficacy of investment.
- Manage working relationships with the nonprofit agencies represented on the Financial Stability Impact Councils.
- Assist with the agency certification process.
- Recruit high-caliber community volunteers to serve on the Impact Councils.
- Manage funded agency performance review processes.
- Assist in building and maintaining long-term relationships with key stakeholders, including donors, to support and sustain the Impact model.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of community development, financial self-sufficiency issues, and the collective impact model a plus.
- Working knowledge of united way and its mission
- Knowledge of consensus management best practices.
- Knowledge of project management best practices.
- Knowledge of group facilitation best practices.
- Ability to recruit key stake holders to the Income Impact Councils as well as the Assets & Opportunity Network
- Demonstrated good interpersonal skills.
- Ability to perform with minimal supervision.
- Ability to appropriately represent United Way in public settings.
- Good communication skills, verbal and written, including the ability to communicate well in a variety of settings with a variety of stakeholders.
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook. Knowledge of project management software applications.

DESIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university with major course work in business, public health, or social services or a related field.
- 3-5 years of full-time experience in business or organizational management, community development, social services or a related field—with demonstrated progressive increase in scope of responsibility and authority up to and including at least a department director level.
- Experience developing and implementing operating plans and budgets.
- Experience facilitating and arriving at actionable decisions in large, medium and small-scale community meetings.
- Experience working with volunteers.
- Experience working as a member of a management team.