

MARSHALL COUNTY COMMUNITY FOUNDATION & UNITED WAY OF MARSHALL COUNTY

JOB DESCRIPTION

Position Title:	Impact and Engagement Manager
Status:	Exempt/Regular
Hours:	8:00-5:00
Reports to:	Executive Director

SUMMARY OF POSITION:

This position is responsible for the implementation and management of community impact initiatives for both United Way of Marshall County and the Marshall County Community Foundation. The position will oversee the development and implementation of a comprehensive marketing and communication plan, and will facilitate community engagement through impact programming, fundraising opportunities, and volunteerism. This position is also responsible for grant seeking, grants management, and supporting fundraising efforts, including events.

QUALITIES AND QUALIFICATIONS

Minimum Requirements

- Bachelor's degree and four years of experience, or equivalent combination of education and experience, in program management, marketing and communications, and/or fundraising
- Valid driver's license or other access to reliable transportation
- Versed in office management and administrative support, including proficiency with basic computer and printing technology
- Commitment to improving quality of life for those who work and live in Marshall County

Interpersonal and Communication Skills

- Professionalism and high-quality customer service
- Strong written & verbal communication skills
- Relationship development and collaboration
- Public speaking and positive organizational representation
- Confidentiality when required

Planning & Organizational Skills

- Time management and attention to detail
- Strong research and problem solving skills
- Follow through and integrity, especially while working independently

ESSENTIAL FUNCTIONS

Impact

Implement and manage community impact initiatives for both United Way of Marshall County and the Marshall County Community Foundation.

- Develop, plan, and execute program activities and communications
- Develop and monitor progress toward measurable goals
- Develop and monitor program budgets and ensure appropriate spending by funded partners
- Collect community data related to program goals and provide progress reports to the Executive Director monthly
- Manage program staff, including grant-funded positions

Communications

Oversee the development and implementation of a comprehensive marketing and communications plan.

- Integrate consistent brand management strategies
- Produce, or coordinate production of, all visual and written content for the organizations, including:
 - o Brochures, newsletters, and reports
 - o Campaign materials, pledge cards, and acknowledgements
 - o Donor solicitation and prospecting
 - o Websites and social media
 - o Press releases as directed

Grants and Fundraising

Manage organization grants and support fundraising efforts.

- Lead grant writing to procure funding for both impact programs and operations
- Manage accurate grant reporting, ensuring on time submission
- Assure community partner grant compliance
- Identify and support fundraising opportunities, including cause-based fundraising

Community Engagement

Facilitate community engagement through impact programs, fundraising opportunities, and volunteerism.

- Strategically connect community members' interests and values to aligned programs, initiatives, and opportunities to support the organizations
- Identify opportunities to collaborate with businesses and utilize existing resources
- Support event planning and implementation as directed
- Act as a community liaison and organizational representative

SPECIAL REQUIREMENTS *(includes equipment, hours, physical demands)*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- **Work Environment:** This position typically works in an office setting with a temperature-controlled environment.
- **Equipment:** This position is required to maintain a working knowledge of all office equipment including personal computers and printers, telephone systems, copiers, etc.
- **Hours:** This position typically works a full-time schedule Monday-Friday between the hours of 8:00 am and 5:00 pm but will require extended hours into weekends and evenings based on the schedule of activities. Hours may be adjusted during high production times or tight project deadlines.
- **Physical Demands:** Must be able to work at a desk for long periods of time. Must be able to speak over the phone and read written communications, as well as produce written communications. Must have access to reliable transportation with little notice. Must be able to lift, carry, and move lightweight office supplies such as personal computer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.