



Associate Director of Community Impact

Position Description

Position Summary

As the Associate Director of Community Impact (ADCI), you will work alongside a dedicated team focused on identifying pressing human services needs and creating meaningful solutions. More than just a job, it is a chance to bring visionary leaders together, rally resources, inspire action, and transform lives across Story County. You will collaborate with nonprofit health and human services partners, educational institutions, businesses, government agencies, and community members to assess where needs are greatest and spearhead high-impact initiatives that strengthen the lives of individuals and families.

Primary Position Responsibilities

1. **Lead key United Way of Story County (UWSC) Community Impact initiatives, including stakeholder and volunteer engagement, programmatic coordination with community partners, and maintenance and reporting of records and program data.** Initiatives include:
 - a. **Women United financial literacy programming**, a skill-building curriculum designed to support women and families in achieving confidence and self-sufficiency through financial education.
 - b. **Volunteer Income Tax Assistance (VITA)**, a volunteer-led program in partnership with the Iowa State University Ivy College of Business and the Internal Revenue Service (IRS). VITA is designed to assist community members with limited means, persons with disabilities, 60 Forward population, and taxpayers who are new to the United States with tax return preparation and filing.
 - c. **Wheels for Work**, a vehicle donation program with Ames Ford Lincoln that secures and provides safe and reliable transportation for eligible individuals in the community.
2. **Convene and manage select community collaborations**, ensuring key stakeholder engagement to develop and execute strategies that elevate and support individuals and families in the Story County community. Collaborations include Food Pantry and Story County Hunger collaborations, and additional groups to be determined.
3. **In partnership with the UWSC Community Impact Director, develop and implement capacity-building initiatives for UWSC partner agencies and community network partners.** Areas of responsibility include identification of needs, development, and delivery of educational and skill-building offerings, and one-to-one or small group support.
4. **Partner with UWSC President & CEO, Resource Development team, and Marketing to identify and communicate community impact with donors and stakeholder groups.**

Additional Position Responsibilities

1. Be a resource to the UWSC team and community on collective impact and results-based accountability frameworks. Assist the UWSC Community Impact Director with data analysis, collection, and reporting including through Clear Impact Scorecard.
2. Collaborate with the Associate Director of Engagement in the planning and execution of the annual LIVE UNITED Food Drive.
3. Identify gaps in services and programming and communicate to UWSC leadership and staff.
4. Represent UWSC in community forums and groups, educating stakeholders about the vision and mission of UWSC and connecting positive community impact of UWSC and partner agencies to identified human services priorities.
5. Support and communicate UWSC's commitment to diversity, equity, and inclusion by engaging diverse populations in collaborations, programming, and support.

6. Staff and/or attend UWSC board and committee meetings as requested; partner with the UWSC President & CEO on board committees, as assigned, to provide member and meeting support.
7. Staff and/or attend UWSC campaign, community engagement and related events.
8. In partnership with UWSC leadership and staff, participate in grant proposal preparation and/or management as assigned.
9. In partnership with the UWSC Community Impact Director and President & CEO, identify, develop, and commit to continuing professional development related to UWSC's vision and mission.
10. Additional responsibilities as determined by UWSC Community Impact Director and President & CEO and in alignment with ADCI's professional background and expertise.

Qualifications

Bachelor's degree and a minimum of three years related experience, with an emphasis in education, nonprofit or public administration, public health, social work, or social sciences field preferred OR a combination of educational background and extensive work experience in health and human services or a related field will be considered.

- Requirements
 - Dedication to UWSC's mission, vision, and equity commitments.
 - The ability to work closely with a team and to assist with shared tasks.
 - Demonstrated knowledge of key UWSC focus areas, such as food insecurity, mental and physical health, educational disparities and pathways, and/or financial stability issues.
 - Experience with convening community partners, facilitating effective meetings, and fostering effective communication in group discussions.
 - Excellent verbal and written communication skills. A demonstrated ability in effective communication with individuals and groups in a spirit of dignity and respect.
 - The ability to organize, coordinate, and direct program activities with minimal supervision. Strong time management skills and the ability to meet established deadlines.
 - Competence with computers and databases. Proficiency in Microsoft Office applications, including Excel, PowerPoint, and Word.
- Strongly Preferred
 - Familiarity with local health and human service organizations and other key stakeholders. Working knowledge of the collective impact framework.
 - Expertise in developing and delivering presentations and workshops to diverse audiences and through various platforms (in-person, online, hybrid). Ability to identify and collaborate with community partners. Knowledge of program evaluation approaches.
 - Experience qualitative and quantitative data to tell the story of community impact and to galvanize action. Familiarity with results-based accountability.
 - The ability to speak additional language(s) or experience connecting with diverse populations is welcomed.

Physical Requirements and Working Conditions

The physical demands must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Physical Requirements: Regularly requirements to sit, talk, see/view, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must occasionally lift and move up to 25 pounds and/or a negligible amount of

force frequently or constantly to lift, carry, push, or pull, or otherwise move objects. There may be additional physical requirements associated with department meetings/events.

- Visual Requirements: Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. Work utilizes computer terminal and verification for accuracy of written material.
- Communication Requirements: Talking and expressing or exchanging ideas by means of the spoken word. Hearing is the ability to receive detailed information, through oral communication.
- Travel and Licensure: Travel to offsite meetings is an essential part of this position. A valid driver's license and access to a vehicle is required.
- Working Conditions: The worker is not exposed to adverse environmental conditions. Must be able to work under stressful situations and time constraints.

Employment Classification

Full-Time; Professional Exemption; Salaried

Availability

Monday through Friday, 8:00 a.m. – 4:30 p.m., with a weekly remote workday. Occasional evening and weekend hour requirements to support Community Impact and organizational initiatives.

Benefits

- Comprehensive health coverage, including employer-paid premium for medical, dental, and vision insurance for employees
- Dependent and Medical Flexible Spending Accounts (FSA)
- Generous annual paid time off, including 10 paid holidays per year, 3 weeks of paid vacation, and 13 days of personal time
- Retirement plan with employer match
- Life insurance
- Long-term disability coverage
- Hybrid work environment, with weekly remote workday
- Infant at Work policy
- Mileage reimbursement for travel to community and related programs and events

Job Relationship

Reports to: UWSC Community Impact Director

How to Apply

Please electronically submit a resume and cover letter or professional statement by 4:30 pm on Friday, May 16 to unitedway@uwstory.org. Please call (515) 268-5142 if you experience issues with your submission.

About United Way of Story County

Since 1953, United Way of Story County (UWSC) has been a leader in improving the health, education, and financial stability of every person in our community. UWSC does so through fundraising but also, critically, by building countywide partnerships to identify and address pressing community needs, such as hunger and housing, educational gaps, and mental health. We also do so through advocacy and volunteer engagement; we recognize it takes all of us to LIVE UNITED.

The above statements are intended to describe the general nature and level of work being performed by the individual in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of the position. UWSC is an equal opportunity employer.