

ROLE DESCRIPTION

Position Title: Community Impact Specialist	
Reports to: Sr. Vice President of Community Impact	
Location: Pikes Peak United Way - Main Office	Division: Community Impact
Classification: Full Time;	Supervises: N/A
<p>General Functions: The Community Impact Specialist is responsible for collaborating with PPUW staff to accomplish the goals and actions expected of his or her work group—all in alignment with PPUW’s vision: Through strengthened collaboration, we will achieve measurable improvements in education, income stability, and health for the residents of El Paso and Teller Counties. This position is responsible for supporting the Community Impact Department to ensure successful reporting and implementation of community programs.</p>	

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively and with passion “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ESSENTIAL FUNCTIONS

- Coordinate with community partners to ensure successful utilization of online reporting platform
- Collaborate with Community Impact and other PPUW staff to implement community programs to include: Youth Venture, Colorado Springs Promise, Community Investment, and 2-1-1
- Provide administrative support (including reporting) to ensure successful implementation of community programs.
- Analyze data and report on trends
- Willing to learn new skills and gain knowledge in a fast paced environment
- Must be able to manage a variety of tasks in a highly organized and efficient manner
- Ability to prioritize and be flexible due to competing demands
- Sets annual goals in alignment with department goals, and works with their leader to develop work plans to accomplish these goals. Use discipline of performance measurement, and high-accountability approaches to accomplish goals.
- Participate on cross-functional teams and committees to contribute to broader organizational outcomes.

JOB QUALIFICATIONS:

- Effective public speaking skills
- Strong work ethic with emphasis on integrity and accountability
- High energy, results oriented
- Excellent interpersonal, leadership, organizational and communication skills
- Strong verbal and written communication skills
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous database experience helpful
- Great attention to detail and quality of work
- Professional demeanor and appearance
- Bachelor’s Degree in human service related field preferred. Associates Degree plus 2-5 years of experience in human service related field will be considered.

ENVIROMENTAL FACTORS:

Business office environment; professional dress/attire expected. Physical demands of the position include the ability to talk and hear, prolonged sitting and/or standing, occasional lifting up to 50 pounds, and regular use of computer and telephone. The position

involves frequent and routine public contact and travel to outside meetings and events. Reliable transportation, valid driver's license and verifiable automobile insurance are required. Occasional evening and weekend hours are expected.

Please submit a resume with cover letter to Kim@ppunitedway.org and copy Deana@ppunitedway.org