



Director of Community Impact

Job Description

Position Location: Flemington NJ Office | Some Hybrid Permitted

Position Classification: Full Time, Exempt

Core Business Hours & Location: Monday-Friday 9-5 with flexibility needed for evening and weekend events as appropriate and needed for mission delivery. Our offices are located in Flemington and our current operations allow for hybrid working, with three days in office and two remote.

Benefits: We offer a comprehensive 401(k) plan with matching, dental insurance, health insurance, life insurance, paid time off and vision insurance.

Overview:

Our mission is to combat income, health and education disparities through innovative programming, community partnerships and advocacy, creating lasting change in our community. The Director of Community Impact plays an instrumental role as a senior leader in the organization and is responsible for both the visionary leadership and planning as well as tactical execution of program plans. A successful candidate will bring demonstrable experience in leading community needs assessments, the creation and execution of community outreach/engagement plans, development and evaluation of programs as well as communications strategies.

The Community Impact Director will be responsible for:

Strategic Outreach Planning & Execution:

- Creation of short and long-term strategic community engagement plans in key communities, building programs that are accessible, engaging volunteers and in collaboration with Director of Philanthropy/CEO/Board, engage donors.
- Identify key outreach areas and serve as leader in the organization keeping the team and Board apprised of community changes/shifts and needs.
- Develop, implement and launch multi-year approach to evaluating and assessing community needs that drive programs.
- Ownership of ALICE data in Hunterdon County
- Engage organizations for presentations, coordinating speakers as well as serving as agency spokesperson as needed.
- Development and ownership of key performance indicators surrounding community engagement.

Program Oversight:

- Leadership of our program team, developing year-round program plan that ties meaningfully with our strategic plan.
- Through outreach and needs assessments and in collaboration with program team, identify opportunities for new programs.

Community Relationships & Partnerships:

- Work closely with the CEO and Senior leadership to identify key organizations, partners and coalitions in which UWHC should be present and active. Serve as point person in maintaining a comprehensive list and engaging leadership as appropriate.
- Oversight of all community engagement activities, budgets and staffing.

Volunteer Management & Oversight:

- In collaboration with program team and other team members, develop a comprehensive volunteer engagement and communication strategy ensuring that volunteers are tracked, hours are accounted for and that volunteers feel engaged and celebrated.
- Develop and launch a comprehensive volunteer outreach strategy and onboarding training for volunteers.
- Manage program team and tracking of volunteers' time and assignments.
- Oversight of all corporate volunteer opportunities with support from team.

Communications:

- Create an annual communications plan as it relates to key areas of programs, volunteers and community outreach.
- Create effective outreach tools and resources.
- Work in partnership with communications support team to ensure materials are on brand and engaging

Candidate Experience/Skills/Abilities:

We are seeking a leader in the nonprofit space with a demonstrated track record of:

- Strong interpersonal and communication skills, both oral and written, and passion for developing relationships with stakeholders.
- Creating and maintaining strong relationships – across diverse groups of internal and external stakeholders.
- Exceptional project management and problem-solving skills with the ability to translate data insights into actionable solutions.
- Interpreting multiple forms of data and creating honest and compelling stories about the progress and impact of investments using analytics.
- Managing a team and team members, as well as volunteers as we work toward measurable outcomes.
- Being a strategic and detail-oriented thinker with the agility to balance competing priorities, complex situations and tight deadlines, and a comfort leading within ambiguity.

We understand that experience and educational opportunities vary greatly and are open to hearing from candidates with a wide variety of educational, professional and lived experiences. We seek a candidate fluent in English (both written and oral) and have a strong preference for bi-lingual (Spanish) candidates and who has a demonstrated history of relationships and professional connections in New Jersey and communities we serve.