

UNITED WAY OF CENTRAL NEW MEXICO
JOB DESCRIPTION

Job Title: **Community Impact Grants Specialist**

Department: **Impact**

Status: **Non-Exempt**

Reports to: **Senior Director of Community Investments**

Salary Classification: **Level II**

ORGANIZATION:

Headquartered in Albuquerque, United Way of Central New Mexico (UWCNM) serves the people of five counties: Bernalillo, Sandoval, Santa Fe, Torrance, and Valencia. Its mission is to bring people and resources together to measurably improve lives and strengthen our communities.

UWCNM brings together donors, businesses, nonprofits, government, and others to create better solutions to our community's challenges. Our programs and donor dollars ensure that individuals and families in Central New Mexico have the opportunity to achieve potential through education, that they are healthy and safe, are financially stable and live life with dignity.

UWCNM has a strong commitment to Diversity, Equity and Inclusion and is seeking a Community Impact Grants Specialist who will contribute to this cross-functional organizational initiative and uphold the following values:

- We value the visible and invisible qualities that make you who you are.
- We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.
- We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.
- We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

PURPOSE:

Under the direction of the Senior Director of Community Investments, the Community Impact Grants Specialist supports the mission of UWCNM and the impact agenda through the coordination and administration of the Community Investment Fund grant distribution and reporting process. Primary responsibilities include managing the administration of the grant applications, grant reports, and volunteer assignments in e-CImpact software, and providing excellent customer service to UWCNM staff, community agencies, panel volunteers and the Community Impact Council, including meeting coordination and support.

ESSENTIAL FUNCTIONS:

- **Engage new, prospective and existing grant-funded agencies**
 - Notify currently funded agencies and agencies that have expressed interest in applying, of next funding cycle, dates of training and manage RSVPs for training

- With Community Impact Grants and Data Manager, develop training and related materials for grant application process
- Enter grant applicants into e-CImpact system
 - Set up new applicants with usernames and passwords to access the grant application and reset passwords of currently funded agencies, as needed.
 - Associate application forms to all applicant agencies
 - Assist applicants with any software related issues
- Assist with Agency Presentations
- Assist in development of materials for marketing and development
- **Data**
 - Rollover data to enable agencies to submit their reports; contact agencies for missing or incomplete reports and answer questions as needed
 - Enter allocations for all agencies receiving funding and create allocation spreadsheet for Finance
 - Work with Enterprise Database Manager to code all funded agencies in Enterprise; make changes to agency directors/board presidents in Enterprise and other data as needed
 - Review grant reports for accuracy and follow up with agencies regarding discrepancies
 - Keep accurate records of grant reports, allocations, budgets and materials.
- **Provide volunteer administration and support**
 - Set up volunteers for grant review panels
 - Assign agencies to groups and assign volunteers to agencies in e-CImpact; assign evaluation forms to volunteers
 - Set up new volunteers with usernames and passwords and assist volunteers with any software related issues
 - Create Panel Rosters, including agency information and application website link, and code volunteers in Enterprise
 - Provide administrative support, including scheduling meetings, distributing agendas and recording minutes, for all volunteer meetings: Community Impact Council meetings, and other Community Impact volunteer group meetings.
 - Provide administrative support for the Four County Committees, as requested by Leadership.
- **Communications and correspondence administration**
 - Update application form verbiage with yearly changes as directed by Leadership and the Community Impact Grants and Data Manager.
 - Create and email Preliminary and Final Funding Award Agreements; make changes as appropriate within given timeframes
 - Create Distribution List of Agency Contacts for Finance; Change Finance Distribution List per agency request or as needed
 - Collate grant recipients' information for website and historical bank, to include Agency Name, Program Name, Program Description, amount of grant
 - Work with Enterprise Database manager to code all volunteers in Enterprise; manage correspondence with volunteers as determined through volunteer recruitment and engagement process
 - Regularly review and update Community Impact pages on the UWCNM website; provide support for Community Impact team communication plan as needed
 - Staff Front Desk for receptionist duties as assigned
 - Provide support as needed to Marketing Team for Newsletter and Social Media

SALARY RANGE:

Hourly Rate of \$22 -\$25 (35-Hour Work Week)

MINIMUM REQUIREMENTS:

- Associate's degree or equivalent experience in database management or administration, including volunteer engagement and meeting facilitation
- Ability to effectively communicate and work with diverse social/economic audiences in groups and one-on-one. Proven effective oral communication and writing skills required
- Ability to work independently with minimal direction, showing initiative, creativity, self-discipline, effective time and project management skills, as well as ability to work closely with and support UWCNM staff and volunteer teams, community leaders, donors, and other partners
- Must have strong knowledge and proven experience with Microsoft Office (especially Word and Excel). Some knowledge of accounting principles and practices required.
- A commitment to the philanthropic sector, the quality of life for residents of central New Mexico and the vision and mission of UWCNM.

EQUIPMENT USED:

Standard PC based office equipment.

PHYSICAL REQUIREMENTS:**PHYSICAL REQUIREMENTS:**

Standard office environment, position is primarily an office setting. Physical demands include sitting and/or standing for extended periods of time: bending, lifting, regularly moving between offices, traveling to outside meetings, regular use of telephone, copier, fax, and computer. Reliable transportation required. Job involves occasional early morning, evening and weekend meetings and other events.

Interested applicants should forward a cover letter and resume to applicant@uwcnm.org by Friday, September 24.

United Way of Central New Mexico is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.