

## United Way of the Greater Lehigh Valley Job Posting

November 12, 2018

Position Title: Sr. Director, Impact

Department: Impact

Supervisor: Jill Pereira, VP, Education & Impact

Position Status: Full-Time/Salary/Exempt

### **Position Description**

Lead operations of Impact Department to advance UWGLV Goals in Education, Healthy Aging, Food Access, and Emergency Services.

### **Position Accountabilities**

1. Support strategy development of Healthy Aging, Food Access and Emergency Services to advance UWGLV Impact Goals in these areas (30% of time):
  - Organize goal areas and their work into common workflow processes
  - Implement investment process operations across all goal areas
  - Lead creation of capacity building plans across all goal areas
2. Build, support and sustain an effective team (10% of time):
  - Direct supervision of 4 full-time staff members
3. Lead oversight of non-education impact related volunteer committees (20% of time):
  - Investment Committee
  - Data Committee
  - Carbon County Allocations
  - Public Policy & Advocacy
  - Opportunity Investment Fund
  - 2-1-1
4. Develop and manage departmental budget & resources (5% of time)
5. Monitor UWGLV investments: healthy aging, food access, emergency services (15% of time)

### **Work Experience and/or Education**

- 8-plus years of professional work experience managing the funding and strategy of health and human services or community change initiatives in a not-for-profit organization. Relevant experience in the public sector, for-profit sector or a related education considered in lieu of work experience.
- 3-plus years of professional experience directly supervising staff

### **Skills**

- A practitioner of diversity, equity and inclusion from a community funder's perspective
- Deep understanding of the concepts of collective impact
- Demonstrated experience facilitating and leading volunteer committees
- Knowledge of grants administration, data and data systems and project management
- Understanding of and commitment to the mission, vision, and goals of United Way
- Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

### **HOW TO APPLY**

Interested candidates may e-mail, fax or mail a resume and/or cover letter including salary requirements to:

United Way of the Greater Lehigh Valley  
Attn: Mary Terp, Director, Human Resources  
1110 American Parkway NE Suite F-120  
Allentown, PA 18109  
[maryt@unitedwayglv.org](mailto:maryt@unitedwayglv.org)  
Phone 610-807-5712

**GIVE. ADVOCATE. VOLUNTEER.**

**United Way of the  
Greater Lehigh Valley**

UnitedWayGLV.org

