



United Way of the Battle Creek and Kalamazoo Region Job Posting

The United Way of the Battle Creek and Kalamazoo Region has the following position available:

COMMUNITY IMPACT ASSOCIATE

Are you passionate about making a difference in the lives of those who reside in our communities? This position makes that happen by driving United Way's community impact efforts in the areas of health, education, and financial stability.

The United Way of the Battle Creek and Kalamazoo Region (UWBCKR) partners across all sectors year-round to achieve measurable progress towards specific goals in Education, Income and Health -- the building blocks for a good quality life. With currently \$12 million dollars in investments under management, our organization stands in the top five percent of United Way organizations nation-wide in its efforts to fund and contribute to programs supporting these building blocks in our specific region— sustaining a movement to *change the story* in our community ... one life at a time.

Position Summary:

UWBCKR is looking for an impassioned, motivated team player to help carry out UWBCKR's community impact activities, change lives, and achieve community goals in education, income, health and community supports. This professional-level enthusiast drives strategies for real, meaningful change, working hand-in-glove with Community Impact team members and Affiliate Agencies to make it happen. The successful Community Impact Associate will help transform our community by consistently delivering the following:

- Energetic engagement with CI strategies, activities and participants
- Staff support, technical assistance and monitoring of grants and program compliance
- Review of grant proposals and program reports on performance, outcomes and financials
- Assistance with writing and editing grant requests and proposals
- Report writing for review by internal volunteer leadership teams and committees
- Materials for Community Impact Team and UWBCKR staff meetings
- Representation of UWBCKR at community meetings and functions
- Research on community issues and data trends
- Additional support as needed

Requirements:

- Bachelor's degree, with some nonprofit experience desired.
- Professional, collaborative and knowledgeable personality that appropriately represents the United Way.
- Working knowledge of Microsoft Windows products including: Word, Excel, Outlook, and PowerPoint.
- Ability to maintain the confidentiality of highly sensitive information.
- Demonstrated superior project planning and project management skills. Demonstrated skills in designing work plans, timelines, and managing for results.
- Ability to work independently and take initiative.
- Strong attention to detail.
- Ability to work with a diverse range of community organizations and populations is also required.
- A continual, passionate commitment to the work of United Way and the community we serve.

This full-time exempt position reports to the Director of Community Impact.

External Candidates should apply to:

<https://www.smartrecruiters.com/UnitedWayOfTheBattleCreekAndKala/78046657-community-impact-associate>

United Way of the Battle Creek and Kalamazoo Region is an Equal Opportunity Employer.