

DIRECTOR OF THE FINANCIAL STABILITY PARTNERSHIP JOB DESCRIPTION

Reports to: Executive Director

Type of Employment: Full-time, exempt

Compensation & Benefits: \$37,440-\$41,600 annually (depending on qualifications and experience), plus benefit plan after three months of employment.

Position Overview: United Way of the Greater Chippewa Valley has four primary focus areas: Education, Financial Stability, Health and Basic Needs. The Director of the Financial Stability Partnership leads and manages United Way's initiatives in the Financial Stability and Basic Needs areas, helping disadvantaged families achieve financial stability and economic independence. The director is responsible for all aspects of these focus areas, including: planning, implementation, funding, monitoring and reporting. The director works closely with the Advisory Councils, active work groups that sets priorities, develops plans and evaluates results. The director also works cooperatively with directors from the other focus areas to create consistency and manage overlapping issues.

Responsibilities:

- Manage United Way's community investment process for financial stability and basic needs-related funding, including: management of the grant application and award process, annual reporting, and evaluation of results.
- Plan, implement, and provide ongoing management of financial stability and basic needs-related initiatives.
- Establish outcome measurement systems and evaluate results of financial stability and basic needs-related activities.
- Convene funded programs and other pertinent stakeholders on a semiannual basis.
- Conduct research and collect/analyze data related to financial stability issues, family needs, service provision, and local resources.
- Conduct outreach and training activities (throughout Chippewa and Eau Claire counties) to involve other organizations and the public.
- Produce reports on financial stability and basic needs topics.
- Identify and address public policy issues.
- Facilitate committee and community meetings.
- Participate in local coalitions to stay in tune with Chippewa Valley issues, and to help mobilize resources.
- Develop databases and maintain online records, including those needed for the above activities.
- Work with other United Way staff to set priorities, coordinate activities, and resolve issues.
- Perform other duties as required to fulfill United Way's mission.
- Meet regularly with the Executive Director and other members of the Community Impact Team.

Qualifications:

- Bachelor's degree (minimum) in a related field (e.g., business, economics, social sciences, etc.).
- At least two years of experience working with groups and organizations in a community environment.
- Knowledge of community resources.
- Proficiency using computers, including MS Office, the Internet, and databases.
- Strong written and oral communication skills.
- Strong relationship- and team-building skills.
- Able to manage multiple projects simultaneously.
- Capable of working effectively with limited supervision.
- Able to maintain confidentiality regarding sensitive information.
- Willingness to collaborate with United Way staff on other initiatives and activities as a representative of the Community Impact Team.

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