

UNITED WAY OF SOUTHEASTERN CONNECTICUT

JOB DESCRIPTION

Title: Community Impact Specialist
Reports to: Vice President of Community Impact
Department: Community Impact
FLSA Status: Full-Time, Exempt (Group 1)
Revision Date: December 12, 2025

POSITION SUMMARY:

This position will provide support for the planning and execution of key programs, grants, and initiatives within the Community Impact (CI) department. Additional duties will include data management, reporting for United Way programs and grants, volunteer management, and other functions related to UWSECT community impact work.

The primary focus of this role will be:

- **Community Impact Programs:** Provide support to Partner Programs grantmaking, volunteer management, and other CI programs as assigned.
- **Data Collection & Dashboards:** Support data collection and review processes.
- **Client Financial Assistance:** Review, processing, and tracking financial assistance requests.
- **Grant Monitoring & Compliance:** Review and collate subcontractor reporting, financial tracking, and payment requests. Preparation of reporting back to funding agencies.

KEY ROLES & RESPONSIBILITIES:

Community Impact Programs & Initiatives

- Assist in the program design, strategic planning, and execution of Community Impact initiatives.
- Provide direct support to United Way's Partner Program Allocations and its annual reporting as assigned.
- Facilitate assigned Allocations panel(s) and assist with administrative processes.
- Actively contribute to CI programs including Day of Caring, Tommy Toy, and other initiatives as assigned.
- Responsible for assigned components of volunteer management including online volunteer portal.
- Complete impact story gathering and collection of communications content with partners across initiatives.
- Represent United Way on community-based committees and working groups.
- Perform other duties as assigned.

Community Engagement

- Engage, convene and facilitate meetings with diverse community populations and stakeholders; building partnerships and working with collaborative groups on community issues
- Outward Facing – listens to and eagerly seeks information from the community, existing resources and programs, and relevant data points.
- Brand Steward – serves as a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Data Collection & Dashboards

- Collect, collate, and review data across CI programs and initiatives.
- Support the development of quarterly and annual data dashboards.

Process Client Financial Assistance Requests

- Review client financial assistance requests and follow established review, processing, and payment procedures.
- Possess or gain proficiency in HMIS, JotForm request tracking, Excel financial reporting, and UWSECT's own accounting systems after provided training.
- Submit client financial assistance requests to assigned Community Impact team member for approval.
- Coordinate vendor payments with the Finance Department to ensure assistance funds are issued weekly.
- Provide data and tracking on all requests across funding categories.

Subcontractor Monitoring, Reporting, and Payments

- Support accurate and clearly organized recordkeeping across all grant programs that meet grant compliance and financial record requirements.
- Provider leadership in the execution and recordkeeping of subcontractor agreements.
- Track, review, and organize subcontractor reporting. Thoroughly review and analyze reports for accuracy.
- Coordinate with subcontractors for necessary corrections and resubmission as necessary.
- Submit all reporting to assigned Community Impact team member for review of documents and financials.
- Update tracking methods with confirmed payment details.
- Prepare draft reports to funding agencies and submit for review by CI leadership.

QUALIFICATIONS, EDUCATION, AND SKILL REQUIREMENTS:

- High School Diploma or GED. Secondary Education certificate or degree preferred.
- At least 1-year of experience in non-profits or related professional experience.
- Preferred experience in roles that include any of the following: public speaking, group facilitation, leading programs, grant management, coordinating volunteers, simple financial budgets, and data collection.
- Demonstrated ability to thoroughly review and comprehend complex data, instructions, and financial reports.
- Skilled in use of MS Office products, in particular Excel.
- Ability to interpret, analyze, and problem solve reporting tasks.
- Ability to complete business and financial math problems; addition, percentages, etc.
- Proven written and verbal skills in English including public speaking / group facilitation.
- Equity Focused. Understands the important role an equity lens plays in achieving and sustaining outcomes to involve all members of the community.
- Ability to clearly communicate with colleagues and outside organizations including active facilitation skills.
- Project a professional image and the ability to work harmoniously with others.
- Embody United Way's values and hold a commitment to United Way's mission.

EMPLOYMENT

- This position may need flexibility in hours of work with prior notice and planning; early morning, evening, and weekend hours.
- Driver's license is required and access to reliable transportation.

I have read, understand, and accept this Job Description:

Employee Name

Employee Signature

Date

United Way of Southeastern Connecticut is an Equal Opportunity Employer.