



United Way
of Genesee County
Serving Genesee & Shiawassee Counties

JOB DESCRIPTION

Job Title: Shiawassee Impact Coordinator (Functional Area Specialist)

Department: Impact and Investment

Reports To: Vice President of Operations

Supervises: None

Full Time / Part Time: Full Time

Exempt / Non-Exempt: Non-Exempt

Union / Non Union: Union

Organizational Standards, Behaviors, Values, and Core Competencies: These individual competencies represent the knowledge, abilities and behaviors that result in an individual's personal effectiveness and effective interactions with others. These are competencies that ALL individuals are expected to possess. These competencies define what the organization values the most in people. The goal of these core competencies is for individuals to be able to perform in a diverse number of positions throughout the organization.

- Mission Focused
- Relationship oriented
- Collaborator
- Result oriented
- Brand Steward

Position Purpose / Summary: The United Way of Genesee County (UWGC) Impact Coordinator is responsible for performing resource development and community impact work within Shiawassee County.

The Relationship Specialist contributes to mission fulfillment through:

- Effective relationship management
- Ensuring a consistent and positive brand experience for all constituents.

Essential Duties and Job Responsibilities:

- Implement a Corporate Social Responsibility program for Shiawassee businesses with UWGC partners such as Shiawassee County Regional Chamber and Shiawassee Economic Development Partnership.
- Convene partners (nonprofit, business and government) and coordinate activities to create coordinated solutions for Shiawassee basic needs. Act as the supporting body for partners.
- Plan, organize and service the annual campaign in assigned areas of responsibility with Director of Development. Analyze and evaluate the strengths and weaknesses of current and past campaigns for Shiawassee County. Assist in developing new resource development strategies and tools. Set goals, develop timetables and work plans for assigned industry groups.
- Prepare and maintain accurate campaign records, reports, and materials, including database information.
- Serve as the primary face of the UWGC in Shiawassee connecting with community members while maintaining awareness of political, social, and economic factors in the assigned communities and apprise team of relevant information.
- Further cultivate a robust Shiawassee Serves - a volunteer engagement program - planning events, providing training, securing resources and connecting companies to local organizations.
- Coordinate UWGC meetings and prepare documents as assigned. Assist with registration, facility logistics, communication and set-up of trainings and conferences.
- Assist in the delivery of community impact initiatives and the facilitation of the allocation process for Shiawassee County with the Vice President of Operations. Assist with the Shiawassee County community impact reporting processes.
- Other duties may be assigned to meet business needs.

Relationship Management Responsibilities

- Ensure the constituent experience is courteous, sensitive, on-brand, prompt and commitments are reasonably met.
- Continue to strengthen and reinforce the organization's on-brand experience with all constituents to build long-term relationships.
- Continue to strengthen relationships beyond workplace account's annual campaign.



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- Foster relationships through multiple levels of the assigned workplace.
- Discover, encourage and assist with account's desired level of engagement and support.

Qualifications/Requirements:

- Excellent writing skills - ability to write reports, business correspondence and procedure manuals.
- Excellent oral communication skills - ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Basic mathematical skills required - ability to compute rate, ratio and percent to draw and interpret bar graphs.
- Excellent interpersonal relationship skills.
- Must be detail oriented; work well with deadlines and results oriented.
- Driver's license required. Ability to travel between Shiawassee and Genesee Counties required. Position requires time in the both the UWGC's Flint and Shiawassee offices .

Education/Training/Experience:

The minimum for hire of a Relationship Specialist position shall require one of the following:

- Bachelor's Degree (in academic field specific to position or a related field) and three (3) years of related experience.
- Associates Degree (in academic field specific to position or related field) and eight (8) years of related experience.
- Ten (10) years related experience.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA and other federal, state and local standards.

Position Details:

- Full time/Non-Exempt
 - Union
 - Benefits (Medical Dental, Vision, 401k)
 - Starting Hourly Rate: \$23.70
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