



Join Our Team! Career Opportunity

About Us

United Way of Central and Northeastern Connecticut is one of more than 1,040 autonomous United Ways in our nation and 1,800 community-based United Ways in forty-five countries and territories. We have the unique ability, vision, and resources to bring together diverse stakeholders around a community vision of creating positive change to achieve long-lasting results for children and families. Our Community Impact and Engagement team helps to raise awareness of United Way's work, and the impact can all make together for local children and families. See unitedwayinc.org for more information.

Our Mission

To engage and bring together people and resources committed to the well-being of children and families in our community.

Our Vision

A community where opportunities are available for every child to succeed in school and for every family to achieve financial security.

Our Values

In pursuing our mission, the following principles guide our relationships with stakeholders, including our donors, volunteers, partners, employees and the communities we serve: a belief that respect, equity, diversity and inclusiveness make us stronger; engaging others with professionalism and quality support; seeking creative and sustainable solutions to pressing social challenges; maintaining the highest standards of personal and organizational honesty in order to ensure stewardship of donors' dollars; being proactive and responsive through consistent communication; and, delivery of high-quality services and effective measurement of results to ensure efficiency and innovation.

We are searching for an **Impact and Engagement Manager** to be part of our United Way team located in Hartford Connecticut. This position will contribute to progress toward United Way's impact goals around early childhood literacy and childcare by developing, implementing, and managing the operations of United Way Readers, as well as supporting other projects and initiatives that address disparities in early literacy and childcare.

This position's responsibilities include project management for volunteer recruitment and engagement; program participant enrollment; developing, monitoring, and participating in partnerships and collaborations to advance impact goals; planning and coordinating communications messaging and tactics among key partners; and providing content for grant applications, reports, and fundraising initiatives.

What you will do:

- Understand local communities and develop and maintain effective relationships with community stakeholders and public/private partners to address United Way priorities.
- In partnership with leadership volunteers and community partners, identify needs, assets, partners, resources, and innovative approaches to achieve intended community goals.
- Oversee management of a portfolio of initiatives, collaboratives, and projects; and ensure effective engagement of volunteers (individuals and teams) in support of these strategies.
- Develop knowledge of all United Way of Central and Northeastern CT programs and initiatives and represent United Way in the community as needed, both during and after regular business hours.
- Serve as liaison to selected funded partner agencies within the scope of United Way's early grade literacy portfolio.
- Recruit/support volunteers in implementing United Way engagement opportunities.
- Manage implementation of episodic group volunteer experiences that support community goals and the goals of corporate partners.
- Design and manage community engagement services, experiences, and initiatives.
- Facilitate effective cross-functional teamwork with internal and external partners.
- Responsible for managing assigned sites for the United Way Readers program, including but not limited to overseeing the recruitment, training, scheduling, recognition, and retention of volunteers; building relationships with school and community-based partnerships to support program expansion; providing technical assistance and capacity building support to school-based partners; and compiling and sharing data for use with funders and programmatic partners.
- Responsible for oversight and management of assigned sites for Read Across America Day (first week of March), and – when implemented - the Summer Reading Challenge. This includes participating in cross-functional teams to support volunteer recruitment and marketing of said events. Liaise to assigned participating school districts. Assist with book selection and ordering, as well as preparation of volunteer materials. Work with marketing to recruit local dignitaries, determine kickoff site locations, plan the Run of Shows and additional logistics.
- Manage assigned tasks to support early-childhood literacy and development initiatives; perform duties including convening communications staff/teams of key partners and stakeholders; compiling content to inform messaging and support information distribution and relationship building among key communities and early learning partners, and leading or assisting with special projects that relate to efforts around early childhood education and grade level reading.
- Responsible for overall management of all United Way Readers communications such as content for email newsletters, ensuring volunteers are informed of timely information and training opportunities, etc. Serves as Education Team liaison to the Marketing department.
- Coordinate process for securing content for development of early literacy related grant applications; write copy for grant applications and provide support for the completion of grant-related reports.

- Performs other duties as needed.

About You

- Bachelor's degree in human services, education, social impact design, development, marketing, communication, data management, social work, public policy, or related field and/or equivalent experience preferred.
- The ideal candidate is bilingual in Spanish and has familiarity with our local communities.
- Minimum two years' experience in volunteer management, social impact design, corporate community relations, project management, community organizing, or other related areas required; three years' experience preferred.
- Driver's license and valid transportation required.
- Technology skills including expertise with Microsoft Office and database management; willingness to learn new applications and identify innovative ways for technology to support organizational objectives.
- Familiarity with asset-based and/or social impact design approaches to community development, volunteerism, corporate philanthropy, and tutoring/mentoring.
- Project management skills: ability to multitask, problem-solve, prioritize, delegate, and to create systems and processes.
- Requires excellent knowledge, skills and abilities in data analysis and insight generation, translation of complex issues into actionable efforts.
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.
- Ability to perform job with integrity, mission, vision, and values consistent with United Way of Central and Northeastern Connecticut.
- Solid relationship management skills enhancing internal organizational relations and external community interactions.
- Ability to relate well with people from diverse groups.
- Holds self and other team members accountable for achieving results.
- Top priority is to create real social change that leads to better lives and healthier communities. This drives performance and professional motivations.
- Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- Dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

- Some night and weekend hours required.

How to apply:

Qualified applicants should submit a resume and a cover letter describing 1) their qualifications and experiences 2) salary requirements, and 3) how they learned about the position to:

United Way of Central and Northeastern CT

Human Resources

30 Laurel Street

Hartford, CT 06106

Email: positions@unitedwayinc.org

United Way of Central and Northeastern Connecticut is an equal opportunity employer M / F / D / V.

Frequently cited statistics show that women and members of structurally marginalized and/or underrepresented groups apply to jobs only if they meet 100% of the qualifications. United Way of Central and Northeastern Connecticut encourages you to break that statistic and to apply. Few candidates will meet 100% of the qualifications. We look forward to your application.