



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 health and wellbeing by developing, implementing, and managing the operations of United Way's health-related initiatives, as well as supporting other projects and initiatives that address disparities related to the social drivers of health.

This position's responsibilities include providing management for department projects and initiatives; developing, monitoring, and participating in partnerships and collaborations to advance impact goals; and administering health contracts and grants.

What you will do:

- Provide strong management support of department projects and initiatives including contract and budget management and relationship-building, internally and externally, that will advance health goals.
- Understand local communities and develop and maintain effective relationships with community stakeholders and public/private partners to address United Way priorities.
- Oversee management of a portfolio of initiatives, collaboratives, and projects.
- Develop knowledge of United Way of Central and Northeastern CT programs and initiatives and represent United Way in the community as needed.
- Serve as liaison to selected funded partner agencies within the scope of United Way's health portfolio.
- Facilitate effective cross-functional teamwork with internal and external partners.
- Assist with special projects that relate to efforts around health and wellbeing.
- Coordinate process for securing content for development of health-related grant applications; write copy for grant applications and provide support for the completion of grant-related reports.
- Monitor outcomes of investments in programs and initiatives.
- Year-round relationship management for assigned partners.
- Support director with managing budgets and monthly goals to achieve deliverables efficiently and effectively.
- Performs other duties as needed.

About You

- Bachelor's degree and/or 2-4 years of equivalent experience relevant to this role.
- Availability Monday – Friday, from 9am-5pm. Occasional evening and weekend hours are required.
- Valid driver's license and reliable transportation required.
- Strong organizational skills and attention to detail required.
- Technology skills, including expertise with Microsoft Office and willingness to learn new applications and identify innovative ways for technology to support organizational objectives.
- Ability to work in a fast-paced environment and juggle multiple priorities, adjust quickly to changing conditions, meet deadlines, and take initiative.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally, with sensitivity to the audience at hand.
- Ability to perform job with integrity, mission, vision, and values consistent with United Way of Central and Northeastern Connecticut.
- Relationship management experience required includes ability to relate well with people from diverse groups.
- Holds self and other team members accountable for achieving results.

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

One State Street

Hartford, CT 06103

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.