

United Way of Racine County

Job Description: Special Projects Manager

Position:	Special Projects Manager
Status:	Full-time Exempt
Core Function:	Provide day to day grant partnership support and implementation of UWRC special projects.
Reports to:	Chief Operating Officer
Direct Reports:	None

Summary: The position serves as UWRC's grant partnership manager with external partners and support current and new special projects as assigned.

Essential Duties and Responsibilities

The duties listed below are intended to describe the general nature and level of work of this position. The list is not meant to be exhaustive or restrictive. Other duties may be assigned.

- Serve as grant manager with external partners. Including but not limited to grant implementation, volunteer recruitment, grantee compliance and grant application training.
- Support UWRC external grant partnerships. Including but not limited to serving lead on EIF grant process, LIFT federal grant support and VITA federal grant support.
- Represent United Way at community events.
- Support UWRC Teams on special events/opportunities that arise throughout the year.
- Other duties as assigned.

Competencies.

The position must model the competencies expected of all United Way staff:

- **Mission Focused.** Employee's top priority is to create real social change that leads to better lives and healthier communities. This drives employee performance and professional motivations.
- **Relationship Oriented.** Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator.** Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven.** Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward.** Employee is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Values.

The position must model and support the values of the organization:

- **Commitment to Community Success.** Make a positive difference and have a measurable impact of enduring consequence.

- Leadership. Provide strong leadership and act as a catalyst for promoting positive change in our community.
- Inclusiveness. Aspire to involve every segment of the community in every aspect of work.
- Integrity and Accountability. Act with integrity that justifies trust.
- Innovation. Value innovation in community building to affect positive change.

Behaviors.

To perform the job successfully, an individual should demonstrate the following behaviors:

- Attendance/punctuality. Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
- Relationship Building. Strong relationship building skills and ability to work effectively with United Way donors, volunteers, agencies, and community representatives.
- Communication. Excellent verbal and written communication skills, with the ability effectively to communicate in a variety of ways. Strong interpersonal communication skills.
- Ethical. A commitment to professional ethics and ability to handle sensitive and confidential information.
- Team Work. Ability to interact with internal clients.
- Planning/Organizing. Good organizational skills with an ability to prioritize multiple tasks. Strong project management skills.
- Flexibility. Ability to adjust to unexpected assignments, difficulties, and work deadlines.
- Personable and Professional – inspire through knowledge, demeanor and uncompromising integrity
- Analytical. Adept at in working with market research, campaign data, calculations, and situation assessment in current and potential markets
- Competitive. A desire to win; and wants team to win, as a coach and a player.
- Intelligent. Capacity to understand complex issues adding value in the ongoing development of the community impact agenda
- Genuine. Strong sense of emotional intelligence and calmness under stress.
- Quality. Demonstrates accuracy and thoroughness.
- Quantity. Meets productivity standards; completes work in timely manner. Works hard, works smart, works fast and gets results.

Qualifications.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience.

- Bachelor's degree preferred.
- Experience with grant oversight and implementation preferred.
- Willingness to work varied hours including evenings and weekends as needed.
- Experience leading diverse teams for mission focused work.
- Ability to work well independently and within a team including staff and volunteers; interpersonal skills and coaching techniques.

Computer Skills.

Knowledge of basic computer hardware and software applications including email, Internet and Microsoft Office.

Supervisory Responsibilities.

None.

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

Benefits and other compensation: United Way offers \$50,000 annual salary, excellent benefits that include health, and dental coverage, vacation and other paid time off, life insurance, retirement plan, and much more. United Way of Racine County is an Equal Opportunity Employer.

Please submit a resume, cover letter and references to the address below or via email to khill@unitedwayracine.org.

United Way of Racine County

RE: Special Projects Manager

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