



United Way
of Greater Rochester
and the Finger Lakes

ROCHESTER MONROE ANTI-POVERTY INITIATIVE CAREER OPPORTUNITY

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy.

JOB TITLE: COLLECTIVE IMPACT MANAGER

FLSA CLASSIFICATION: Exempt

REPORTS TO: Executive Director of Rochester Monroe Anti-Poverty Initiative

SUMMARY

The Collective Impact Manager is responsible for managing initiatives and projects that advance Rochester-Monroe Anti-Poverty's (RMAPI) community-driven strategy. The work entails planning, organizing and completing specific projects, facilitating committee (workgroup) meetings, developing and maintaining partner and stakeholder relationships, creating and making presentations, coordinating events, and following through on important tasks needed to reach RMAPI's goals. This position is an essential role on the RMAPI Backbone team. This is a grant-funded position. United Way is the fiscal agent.

ESSENTIAL FUNCTIONS

- Support RMAPI's daily operational tasks
- Manage RMAPI workgroups and apply collective impact practices
- Convene workgroup meetings and facilitate dialogue that builds trust, enabling workgroups to think, ideate and co-create solutions with communities/neighborhoods/populations in poverty
- Maintain relationships with and between partners and stakeholders
- Lead the implementation of an accountability, measurement and evaluation framework across RMAPI to ensure that RMAPI initiatives have the intended impact in the community. Responsible for on-going management of the shared accountability and measurement process.
- Serve as a conduit of communication and collaboration among workgroup members, steering committee, community stakeholders and other key entities in a culturally competent manner

- Ensure RMAPI's initiatives are consistently informed by community participation by soliciting, capturing, analyzing and incorporating community feedback, assets and requirements into RMAPI's strategies and activities
- Encourage learning and share tools and knowledge to benefit the impacted community's ability to participate
- Consistently uplift RMAPI's guiding principles and demonstrate the values and mission of United Way
- Occasional evening and weekend hours may be required
- Perform other duties as assigned

SKILLS AND COMPETENCIES

- Collaborative/Team Player – can be counted on to contribute to group processes, efforts and results
- Self-Starter – ability to initiate work and work independently
- Digital literacy - proficient in the use of technology, digital tools, applications and social media
- Facilitation Skills – familiar with facilitation skills, experience developing meeting agendas and using technical facilitation techniques
- Strong communication skills - written, verbal and presentation skills
- Relationship Management – strong interpersonal skills and ability to apply skills to influence and build trust, create bonds with a variety of individuals and maintain their engagement in RMAPI's work
- Understands and can communicate the impact of inequities and disparities attributed to race, racism and structural racism in the community and in society
- Data analysis and story-telling – can analyze complex data and can create a summary of findings and use data to tell a story

SUPERVISORY RESPONSIBILITY

None

TRAVEL

Local travel may be required

EDUCATION AND EXPERIENCE

A Bachelor's degree in human services, public administration, communications, business or related field from an accredited program with a minimum of 2 years of experience in operations, facilitation or process improvement position, or 5 years of related experience, or an equivalent combination of education and experience. Project management experience is preferred.

HOW TO APPLY

Candidates may apply online at: <https://unitedwayrocfly.org/about-us/join-our-team/>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.

United Way of Greater Rochester and the Finger Lakes

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