

**COMMUNITY RESPONSE LEAD
(PART-TIME, CONTRACT)**



SUMMARY

United Way of Greater Rochester and the Finger Lakes seeks a Community Response Leader to manage the rapid execution of our community responsiveness plan, United Way 2025 PREPARE, developed to address sweeping Federal funding cuts in human services. This part-time, 6-month leadership role will coordinate immediate response efforts across our 6-county region. The Community Response Lead will work across United Way's five core roles—Fundraiser, Funder, Connector, Convener, Advocate—to help mobilize resources, convene stakeholders, and drive equitable grantmaking.

ESSENTIAL FUNCTIONS

Facilitating and Collaboratively Refining our Short-Term Response Plan:

- The leader will facilitate and collaboratively support the Interim Chief Impact Officer in implementing the United Way 2025 PREPARE Plan to support nonprofits in the 6-county region impacted by changes in Federal, State, and Local funding, priorities and policies. This involves understanding the specific needs and challenges faced by nonprofits and devising effective strategies to address them.
- The Community Response Lead will work closely with UW's Interim Chief Impact Officer, Community Impact Team, Chief Development Officer, Resource Development Department, CEO/President, Community Development Cabinet and outside partner groups.
- Represent United Way at local and regional response coordination efforts.
- Keep apprised of policy and funding changes and potential impacts. Synthesize and share findings with UW team, stakeholders, and partners.

Strategic Implementation & Coordination:

- Overall Project Management of the United Way 2025 PREPARE, Community Responsiveness Plan.
- Align activities across teams (e.g., development, community impact, communications, etc.) with the project timeline.
- Establish clear internal processes for real-time decision-making and information sharing in collaboration with the existing Project Management Operating System review sessions

Responsive Grantmaking:

- Support the launch and administration of the Community Responsiveness Fund.
- Co-develop grant guidelines, eligibility, review process, and evaluation tools.
- Collaborate with external funders and internal teams to ensure equity and transparency in funding decisions.

Community Engagement & Convening:

- Represent United Way at key community planning and response tables.
- Maintain open communication with nonprofits, coalitions, and public partners across the 6-county area.
- Help identify and respond to emerging needs in real time.

Fundraising Collaboration:

- Support development staff in donor/funder outreach, creation of the cause for support, and stewardship.
- Track and prepare summary updates for funder briefings and proposal support on a bi-weekly basis in conjunction with bi-weekly updates at the Project Management Operating System review sessions.

Communications & Advocacy Support:

- Help ensure external communications reflect evolving community needs and United Way's response.
- In collaboration with the Marketing and Communications department, gather stories, data, and community trends to support advocacy efforts and stakeholder engagement.
- Provide input on public-facing messaging to ensure clarity and equity in framing.

SKILLS AND COMPETENCIES

- Awareness and understanding of policies, funding streams, and workings of human service providers in our region.
- Strong project management skills, able to both see strategy and design detailed plans for implementation.
- Excellent interpersonal and communication skills.
- Self-driven and able to provide leadership of strategy and framework.
- Familiarity with ALICE/211 data or similar human services metrics, preferred.

EDUCATION AND EXPERIENCE**Required:**

- A minimum of 5+ years' experience in nonprofit program coordination and grantmaking.
- An additional 5 years' experience in crisis response, fundraising or systems change work.
- Demonstrated ability to lead cross-sector collaborations and community initiatives.
- Commitment to equity, inclusion, and leadership.
- Working knowledge of six-county region.

Preferred:

- Nonprofit leader experience a plus.
- Experience working within or alongside United Way systems.

REPORTS TO: Interim Chief Impact Officer

SUPERVISORY RESPONSIBILITY: N/A

LOCATION: Hybrid – Rochester, NY preferred (serving 6-county region).

TRAVEL: 6-county region.

HOURS: 20–30 hours/week

DURATION: 6-month contract (August 2025 – January 2026)

FLSA CLASSIFICATION: Non-exempt/hourly

SALARY RANGE: \$41–\$45/hour

* The expected rate of pay for this position is shown above. Compensation offers are based on a wide range of factors including relevant skills, training, experience, education and, where applicable, licenses or certifications obtained. Market and organizational factors are also considered.

United Way of Greater Rochester and the Finger Lakes

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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. United Way strives to ensure employees and external partners feel valued, connected, and empowered.

CULTURE STATEMENT

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided 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 based on 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.