



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

LEADERSHIP DEVELOPMENT PROGRAM COORDINATOR

POSITION SUMMARY

The Leadership Development Program Coordinator will coordinate educational and alumni events/programs in partnership with the Director of Leadership Development and Equity. This includes creating, organizing, and supporting events and educational programs. Managing and working with multiple volunteer committees who help design and support our programs. Drafting external communications sent to participants, volunteers, and community members on behalf of the organization. Assist in securing and supporting program sponsors, community partners, and supporters. Will assist with social media, program materials, and connecting with class members and program alums. This individual is expected to maintain confidentiality and practice discretion as directed. This position serves as the primary point of contact for internal and external constituencies on all matters of the Leadership Development Programs.

LEADERSHIP DEVELOPMENT PROGRAMS

United Way has hosted leadership development programs for over 40 years to broaden participation and provide diversity and inclusion in leadership and volunteer positions, and on boards within our region. There are six (6) leadership development programs: (4) programs: African American, Emerging Leaders, Latino, Pride, and (2) partnerships: Asian Pacific American and Indo-American. More than 2,000+ community leaders have graduated from these programs over their 40-year history.

ESSENTIAL FUNCTIONS

- Supports planning and execution of educational and organizational programs and events
- Coordinates committee/group meetings for planning committees, etc.
- Communicates with monthly program speakers, guests, alumni, sponsors, and class participants
- Prepares for and assists program days and events, including preparation of materials, set up, logistics, catering, organizing team field visits, etc.
- Oversees and manages the annual interview, selection, and recruitment process for program participants
- Responsible for maintaining and updating alumni contact information in the database
- Assist with printed program and marketing materials as needed
- Responsible to ensure the website content is updated as needed
- Provides limited administrative support to the Director of Leadership Development and Equity
- Consistently demonstrates the values and mission of United Way
- Performs other duties as assigned by the Director of Leadership Development and Equity

SKILLS AND COMPETENCIES

- Collaborative team player
- Cultural humility and the ability to work with multiple internal and external stakeholders of varied backgrounds
- Ability to consider the big picture while also having the capability to see more minor details in a narrower scope
- Ability to make decisions independently using sound judgment; asking for help/support when needed
- Proficiency in Microsoft Office Suite, including PowerPoint, Excel, Word, and Outlook. Experience using Asana, SharePoint and Slack preferred. Demonstrated willingness to learn new technology
- Experience with virtual meeting software such as Zoom, etc.
- Experience scheduling meetings and communications with diverse internal and external constituents
- Strong communication skills, including verbal, written, and presentations
- Attendance at scheduled educational program days required
- Attendance at occasional evening events, including orientation, graduation and alumni events, required
- Strong interpersonal skills and ability to influence and build trust, develop and maintain relationships, and maintain stakeholder and participant engagement in the program
- Interest in the mission and vision of Leadership Development Programs
- Commitment to Diversity, Equity, Inclusion and Belonging practices that can help strengthen our organization and region.
- Project management skills with the ability to follow through on tasks and projects
- Ability to time manage and prioritize
- Ability to lift up to 25 lbs. without assistance and help set up at venues

FLSA CLASSIFICATION: NON-Exempt

REPORTS TO: Director of Leadership Development and Equity

SUPERVISORY RESPONSIBILITY: None

TRAVEL: Local travel may be required on an occasional basis

EDUCATION AND EXPERIENCE

Associate's degree in business administration or a related field with at least 2-3 years of experience; or an equivalent combination of education and experience.

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.

WHAT WE OFFER

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

HOW TO APPLY

Candidates may apply online by clicking [here](#)

This job description lists only the responsibilities and qualifications deemed essential to the position in support of ADA. 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 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.