



United Way  
of Greater Rochester  
and the Finger Lakes

## ROCHESTER MONROE ANTI-POVERTY INITIATIVE (RMAPI) CAREER OPPORTUNITY: Collective Impact Manager

### Join the team!

United Way of Greater Rochester 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 Greater Rochester with your time and talent.

### Mission

Our mission is to mobilize the goodwill and resources of our community so that everyone can thrive.

### Values

Our core values define who we are and how we serve our community. Within our organization and the communities, we serve, we act consistently with *integrity, action, caring, and teamwork*.

### 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.

### Benefits

Our benefits package includes health, dental, and vision insurance, a 403(b)-retirement plan, life insurance, flexible spending account, and health savings account. United Way provides 14 paid holidays a year (thirteen days off and two ½ days), and you receive your birthday off. United Way is also pleased to offer two personal days, two volunteer days, 12 sick days, and 3 weeks of vacation per year, all prorated in your first year of employment.

A great place to work begins with its **PEOPLE!**

Driven by our mission and a shared set of values, our team of more than 90 talented professionals are dedicated to doing meaningful work in the community.

Come and join the Team! United Way employees enjoy a competitive benefits package including paid time off, health insurance options with a generous employer contribution, flexible and hybrid work schedules, retirement benefits with above standard employer contribution, a 37.5-hour work week, and more.

We're looking for people who are self-starters; excel in a collaborative team environment; have a passion for making a difference; and are natural relationship builders with proven success on make lasting connections.

June 2023

## **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
- Establish and manage the relationships with RMAPI's Strategic Partners. Develop processes so Strategic Partners can align to and enable RMAPI's Unity Agenda.
- 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 – the ability to initiate work and work independently with minimal supervision
- 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
- Effective communication skills - demonstrated success in engaging people through 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
- Project Management – can create a project plan, is proficient at scheduling and time management, and has experience keeping stakeholders united in working towards a common goal.
- Understands and can communicate the impact of inequities and disparities attributed to race, racism, and structural racism in the community and in society
- Data oriented – can analyze data and create a summary of findings and use data to tell a story

**FLSA CLASSIFICATION:** Exempt  
**SALARY RANGE:** \$63,000 - \$70,000 ANNUAL

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

**SUPERVISORY RESPONSIBILITY:** None

**TRAVEL:** Local travel may be required

**EDUCATION AND EXPERIENCE**

A Bachelor’s degree in human services, public administration, communications, business, or a 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**

Interested applicants may apply [HERE](#)

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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.