

Community Impact and Internal Programs Coordinator

Location: Marshall, MN 562258

Job Type: This position is regular full-time non-exempt, averaging 38 hours per week. Minimal weekend and evening hours are required.

Pay range: \$23-\$28 per hour.

About Us:

United Way of Southwest Minnesota (UWSWMN) is an autonomous, local organization working to create lasting change in people's lives and the communities we serve in Lincoln, Lyon, Murray, Yellow Medicine, and portions of Cottonwood, Lac qui Parle, Nobles, and Redwood counties of Minnesota.

Position Overview:

The Community Impact and Internal Programs Coordinator will play a crucial role in managing and tracking various community impact initiatives and grants. This is an in-office position requiring regular attendance to ensure the smooth operation of these initiatives and to maintain effective communication with community partners and constituents. As a member of the UWSWMN staff, you will also be expected to perform other duties as assigned to support UWSWMN's mission, vision, and strategic plan objectives. This position requires a detail-oriented individual with strong organizational skills and the ability to build and maintain relationships with community partners and constituents.

The Responsibilities for this role include, but are not limited to, the following:

Community Impact:

- Track Community Impact Grant (CIG) applications submitted, ensuring all necessary documents are received and verifying the current tax-exempt status of applicants.
- Prepare essential information packets for the CIG volunteer review process.
- Track CIG recommendations and prepare them for presentation to the board for review.
- Track payments to community partners, verifying that grant requirements are met, including tax-exempt status verification before each grant payment.
- Manage contacts and track applications for Student Emergency Fund grants, disbursing funds as approved.
- Build relationships with various constituents to effectively carry out targeted community impact initiatives.

- Manage and assist with internal initiatives, including the Imagination Library book program, Wild About Kindergarten bags, Stuff the Bus school supply initiative, and other programs as needed.

Board of Directors and Committees:

- Assist with board and committee meetings as necessary.
- Maintain adequate corporate records, policies, and other essential documents.
- Attend board meetings and record minutes.
- Organize and set up meetings as requested.

Special Events:

- Assist with special events and organize events-related materials, including, but not limited to, Power of the Purse, Beer Pairing Dinner, and other events.

General Office Management:

- Serve as a professional representative of UWSWMN through phone and in-person contact.
- Maintain appropriate files in an organized manner.
- Handle word processing, databases, printing, and merging documents, reports, and labels as needed.
- Prepare or assist in preparing all office, board, and bulk mailings.
- Assist with the website www.unitedwayswmn.org and Social Media accounts.
- Review local newspapers, tracking articles related to the work of UWSWMN and its community partners.
- Assist in preparing necessary information for the Annual Report, including awards and event planning.
- Perform light office housekeeping.

Qualifications:

- Bachelor's degree in a related field or equivalent experience.
- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.

Preferred Qualifications:

- Experience in grant management or community outreach.
- Familiarity with non-profit organizations and their operations.

Work Environment:

- This position may require occasional evening or weekend work to attend meetings or events.
- This role may involve some travel to meet with community partners and attend off-site meetings.

How to Apply: <https://www.unitedwayswmn.org/we-are-hiring>