



UNITED WAY OF EAST CENTRAL IOWA

Job Description Form

JOB TITLE/DEPT: Manager, Community Planning & Research - Community Building	
REPORTS TO: Sr. Vice President of Community Building	
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Specially funded <input type="checkbox"/> Temporary	Hours: 40/week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Supervisory Responsibility: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Number of Direct Reports: 0	Other Skills <ul style="list-style-type: none"> • Act as a community impact representative at the direction of the Sr. Vice President, Community Building. • Technical Skills: <ul style="list-style-type: none"> ○ Intermediate/advanced skills with Microsoft Office, especially Excel ○ Basic understanding of ESRI ArcGIS ○ Proficient in gathering U.S. Census data from American FactFinder

CORE VALUES AND BEHAVIORS

Values

- **Relationships:** We work with people and demonstrate we genuinely value their interests, concerns, hopes, and dreams for themselves and the community.
- **Excellence:** Our standards are high, and exceptional quality is our expectation.
- **Learning:** We grow and improve by continuously sharing and building upon our knowledge.
- **Service:** We put the needs of our community and its people first.
- **Leadership:** We guide and inspire our community to unite around effective solutions to social issues.
- **Collaboration:** We strive to partner with others and work together using the unique strengths of our community to build greater impact.
- **Innovation:** We do not rely on the status quo and continuously look for improved ways to reach our community goals.
- **Integrity:** We are accountable and will do what is right, openly and honestly.
- **Diversity & Inclusion:** We seek and nurture diversity and inclusion in order to be reflective of the community we serve. We create a culture that values all people, perspectives and strengths, which contributes to a vital, creative, and resilient community.

Professional Core Competencies

- **Mission-Focused:** Priority to create real social change that leads to better lives and healthier communities. This drives performance and professional motivation.
- **Relationship-Oriented:** An understanding that people come before process and can cultivate and manage relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand-Steward:** An understanding of the role played and importance in protecting and growing the reputation and results of the greater network of United Ways.

PRIMARY PURPOSE

This position will work to transform data into strategic insights that help the human service sector create innovative solutions to complex human problems. This role will assist UWECI team members and community stakeholders in effectively collecting, sharing, and learning from data. The manager will undertake research projects and conduct analysis in support of UWECI's community goals and priorities. S/he will prepare reports that provide essential snapshots of community conditions and emerging trends. S/he leads and directs data collection, outcome analysis, and presentation and communication of results related to UWECI's Impact work.

ESSENTIAL JOB FUNCTIONS

Reporting and Data Visualization

- Simplify complex information into meaningful summaries and translate key information into concise, simple, and easily understandable charts.
- Create performance reports, scorecards, and dashboards that support work in Education, Financial Stability, and Health.

	<ul style="list-style-type: none"> • Work in partnership with the Community Building team to create grant applications and reporting that align with and support achievement of community goals. • Prepare reports and briefings on selected topics and provide content for use on UWECI’s website and in campaign and other marketing materials. • Serve as the lead and project manager for Community Condition Reports. • Maintain fluency with emerging technologies that can be leveraged to produce state of the art data displays. • Act as lead administrator for the Clear Impact Scorecard tool, auditing data to ensure validity and conducting updates to reflect changes in UWECI strategies, program funding priorities, and initiatives.
Capacity Building and Technical Assistance	<ul style="list-style-type: none"> • Provide expertise to community partners including research, trend information, and needs assessment data. • Conduct training and provide technical assistance as needed to help partners report and evaluate their outputs and outcomes. • Work with UWECI staff and service providers to ensure appropriate data is being collected, measured, and communicated.
Research, Analysis, and Data Collection	<ul style="list-style-type: none"> • Conduct research and analysis of community data at the county, city, and census tract levels. • Systematically analyze, synthesize, and present social, demographic, economic, and other community indicator data in a manner that facilitates decision making and problem solving. • Develop and sustain partnerships with community data and research providers, research users, and other community organizations. • Look for opportunities to leverage community resources.
Collaboration and Team Building	<ul style="list-style-type: none"> • Coalition building: Strengthen collaborative partnerships to leverage greater community change. Manage relationships with public sector and local health and human services agencies. • Bring diverse groups and points of view to the table and to a common agenda. • Build consensus and/or collaborate through facilitation, group process, and convening skills. • Demonstrate effective group facilitation, decision-making, and problem-solving skills. • Bring people together to execute tasks effectively and successfully. • Recruit, motivate, inspire, and lead staff and volunteers in a team environment.
Education: High School Diploma/GED <input type="checkbox"/> Required <input type="checkbox"/> Preferred Associate Degree (2-year program) <input type="checkbox"/> <input type="checkbox"/> Bachelor’s Degree <input checked="" type="checkbox"/> <input type="checkbox"/> Master’s Degree <input type="checkbox"/> <input checked="" type="checkbox"/>	Work Experience: <input type="checkbox"/> No previous experience <input type="checkbox"/> 1–3 years <input checked="" type="checkbox"/> 3–5 years <input type="checkbox"/> 5–7 years <input type="checkbox"/> 7+ years
Preferred field(s) of study: Social sciences, social work, urban studies, business analytics, public administration, or related field.	

JOB SKILLS & ATTRIBUTES

- **Data and Research Driven:** Regularly assess data and conduct research to inform decision making. Proficiency in utilizing statistical analysis and ESRI ArcGIS.
- **Innovation and Creativity:** Remain open to new ways of doing business. Critically examine rules to see if they have outlived their usefulness. Flexible, adaptable, and open to change. Committed to continuous learning.
- **Action Oriented/Results Driven:** Demonstrate strong drive to achieve meaningful results and ability to follow through on commitments. Anticipate and resolve problems effectively. Work on concurrent assignments and meet deadlines.
- **Effective Communication:** Prepare clear, complete, and concise reports. Able to work effectively with volunteers and staff. Must maintain confidential information. Good interpersonal and relationship building skills.
- **Cultural Competency:** Ability to understand, communicate with, and effectively interact with people across cultures.
- **Relationship Management:** Work to understand, relate to, and engage constituents to improve their experience with our brand and generate more significant relationships. Generate and grow relationships to drive positive impact for the community on issues we have identified as important.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus. Travel to offsite meetings is an essential part of this role; a valid driver's license and access to a vehicle is required.

ACCOUNTABILITY & DECISION MAKING

Make decisions within the procedures and guidelines of the Community Building department and UWECI. This position must coordinate and communicate regularly with the Sr. Vice President, Community Building regarding the vision and strategy of the UWECI plan. Understand the priorities of the area and implement projects accordingly.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.